



# REHAN ULLAH



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Pishin, Quetta

## PROFILE SUMMARY

To utilize my past training and related experience to Secure a responsible and challenging position within different fields of life professional achievement. Looking forward to work in creative, challenging and learning atmosphere.

## EDUCATION

### **BS (Computer Engineering)**

2012-2016

Balochistan University of Information  
Technology Engineering & Management  
Sciences, Quetta, (BUITEMS)

### **I.C.S**

2009-2011

Govt. Degree collage, Khanozai  
BALOCHISTAN BOARD

### **Matric (Science)**

2007-2009

Govt. High School, Khanozai  
BALOCHISTAN BOARD

## EXPERIENCE

### ❖ **OFFICE ASSISTANT**

November 2015 to August 2016 At Buitems Work & Study Program

- Filling the Document as per requirements of the office Manager.
- Data Entry and loading the Other necessary information into the software.
- Maintaining and organizing the paper and electronic Documents.

### ❖ **COMPUTER OPERATOR**

March 2017 to February 2018 PM Internship At Directorate of Education Quetta.

- Provide a data by operating a computer.
- Determines sequence of operations by studying production schedule.

- Perform defend tasks per documented instructions/processes.
- Prepares equipment of operations by Accessing in computer.
- Make appropriate change to the documentation, as needed more...

### ❖ **DATA ENTRY OFFICER/MIS**

April 2018 to December 2020 At Community Support Movement Balochistan.

- Implemented and managed an office wide e-mail system.
- Worked with software vendors on hardware problems, as well as, implementing various software programs and upgrades to the system
- System control & documentation.
- Preparation the Microsoft Excel relative Report.
- Generate weekly and Monthly reports.
- Removing duplicate numbers from Data through Excel (Tools and formula).
- Handling multiple reports, working with formulas, pivot tables & pivot charts, and various other excel sheet components for accurate data.
- Preparing documents, materials, and information for data entry.
- Generating and exporting data reports, spreadsheets, and documents as needed.
- Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.

### ❖ **MIS OFFICER**

April 2021 to July 2023 at Shah Zaraab Enterprises.

- .Troubleshoot hardware, software and network operation system.
- Supervising digital security and ensuring all anti-viruses and firewalls are regularly updated.
- Responsible for MIS operations.
- data management which includes timely collection of records, entering data in the MIS system, verifying the data, reporting.
- Responsible for all commercial transaction at the offices related documentation and system updation.
- Preparation the Microsoft Excel relative Report.
- Maintain and update database as per Any other task assigned by Supervisor changing requirements
- Maintaining all the offices documents manually and computers
- Preparing/Managing MIS reports of the stock (Weekly wise & Monthly wise

## **SKILLS**

### ❖ **Microsoft Windows 98/2000/7 Millennium XP/7/8/8.1/10**

### ❖ **Microsoft Office 2003,2007,2010,2013,2016**

Microsoft Word 2016

Microsoft Excel 2016

Microsoft PowerPoint 2016

### ❖ **Basic of Computer programming**

C++

C#

Python

❖ **Basic of Computer Networking**

❖ **Database**

MYSQL  
MS ACCES

## **PERSONAL PROFILE**

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<b>Father's Name</b>	<b>Muhammad aslam</b>
<b>Date of Birth</b>	<b>08-01-1993</b>
<b>Local/Domicile</b>	<b>Balochistan</b>
<b>District</b>	<b>Pishin</b>
<b>CNIC Number</b>	<b>54302-2113256-9</b>
<b>Languages</b>	<b>Speak, Read, Write and understand English, Urdu, Pashto.</b>
<b>Religion</b>	<b>Islam</b>
<b>Nationality</b>	<b>Pakistani</b>
<b>Marital Status</b>	<b>Single</b>
<b>Address#01</b>	<b>Shafi Shah Street Mecongy Road Quetta.</b>
<b>Address#02</b>	<b>Balozai P.O Khanozai Tehsil Karezat District Pishin</b>