



# Shehzad Khan

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**Date of birth:** 6 Apr 1990 | **Nationality:** Pakistani | **Gender:** Male |

**Phone number:** (+92) 3318312188 (Mobile) | **Phone number:**

(+92) 3328311128 (Mobile) | **Email address:** [shahzad.kakar88@gmail.com](mailto:shahzad.kakar88@gmail.com) |

**Address:** H.No # 8-6/1227 Firduss Street Kasi Raod Quetta, 87300, Quetta, Pakistan (Home)

## WORK EXPERIENCE

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1 NOV 2022 – CURRENT Quetta, Pakistan

**DATA ENTRY OPERATOR** NATIONAL DATABASE & REGISTRATION AUTHORITY

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- Registering Data of Applicants.
- Worked as Data Validation officer for Afghan Refugees project given by UNHCR
- Distributing Afghan Refugees Citizenship Cards.
- Interpreting Language.

21 NOV 2022 – 30 SEP 2023 Quetta, Pakistan

**DATA QUALITY OFFICER** MICROMEGER DATA SUPPORT OFFICE

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- Data Compilation
- Entering Data in Office Data Base
- Data Viladation
- Data Analysing

16 FEB 2016 – 31 OCT 2022 Quetta, Pakistan

**ADMINISTRATIVE COORDINATOR** THE EDUCATORS SCHOOL

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- Performed a variety of administrative duties, including answering phones, taking and delivering messages, and greeting visitors.
- Hiring and Firing Staff on their performance.
- Daily Meeting with Section Heads about course, DPLs (Provided by head office)

1 MAR 2013 – 1 MAR 2015 Quetta, Pakistan

**ACCOUNTANT** ALI SAFETY GLASS & ALUMINUM COMPANY

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- Maintaining Stocks
- Making Salaries of Staff
- Daily Purchase and Sale Entries

15 JAN 2012 – 15 JAN 2013 Quetta, Pakistan

**DATA ENTRY OPERATOR** AAKASH DRUG TREATMENT & REHABILITATION CENTER

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- Daily Basis Typing work.
- Data Entering of Patients.
- Official Letter Writing.

22 OCT 2010 – 22 OCT 2011 Quetta, Pakistan

**DATA ENTRY OPERATOR** NATIONAL DATABASE & REGISTRATION AUTHORITY (NADRA)

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- Registering Data of Applicants.
- Worked as Data Validation officer for Afghan Refugees project given by UNHCR
- Distributing Afghan Refugees Citizenship Cards.
- Interpreting Language.

- Maintaining Stocks
- Entering Data
- Making Salaries
- Paying Utility bills
- Paying Office Rents.
- Maintaining Bank Statement with office Expenses

● **EDUCATION AND TRAINING**

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14 MAR 2013 Quetta, Pakistan

**MASTERS IN INTERNATIONAL RELATIONS** University of Baluchistan

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**Address** Quetta, Quetta, Pakistan

1 FEB 2012 – 31 JAN 2013 Quetta, Pakistan

**ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY** The Nation English Language & Computer Academy

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● **LANGUAGE SKILLS**

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Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>URDU</b>	C2	C2	C2	C2	C2
<b>ENGLISH</b>	B1	B2	B2	B1	B2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

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Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Zoom | Outlook | Google Drive | Facebook | Instagram | Internet user | LinkedIn

● **ADDITIONAL INFORMATION**

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**HONOURS AND AWARDS**

2021

**Most Devoted Employee of the Yaar**

2020

**Most Hard Worker**

**MANAGEMENT AND LEADERSHIP SKILLS**

**Administration**

**Decision Maker**

**Creative**

**Team Leader**

**Group Worker**

**Motivated**