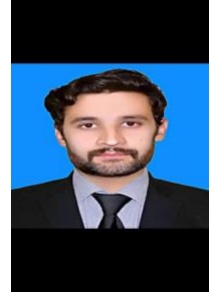


USMAN KHAN

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To obtain a challenging position in a dynamic organization so that I can effectively utilize and enhance my knowledge and capabilities with a chance for professional growth and utilized my professional capabilities for national and international development.

EDUCATIONAL HISTORY:

| Degree/ Certificate | Institutions | Subjects |
|------------------------|---|---|
| BSCS | Preston University, Peshawar (2014-2018) | Information Technology Networking Essentials Database Management Operating System Data Structure Computer Graphics |
| HSSC | Board of Intermediate & Secondary Education, Peshawar (2012-2013) | Pre- Engineering |
| SSC | Board of Intermediate & Secondary Education, Peshawar (2011) | Physics Chemistry Biology |

WORK EXPERIENCE:

MINISTRY OF NATIONAL FOODS SECURITY & RESEARCH, ISLAMABAD

(SEP 2022-June 2023) Supporting technical & non-technical Staff

- Monitoring Evaluation & Impact Evaluation (ME&IE) Consultants Under the project Water Conservation in Barani areas WCB AKP.
- Giving training to Field staff on Open Data Kit ODK mobile application.at Lakki Marwat, Bannu & Swat Districts.
- Making Monthly monitoring reports MMRs and Baseline Reports monthly.
- Collecting minutes of the official meetings in Water farm management and Agriculture Engineering meetings.
- Maintaining records of field staff

SAYDON PHARMACEUTICAL IND PVT LTD

(2021-2022) ACCOUNT ASSISTANT

- Making MRN reports and manufacturing orders
- Maintaining ledgers of different banks accounts
- Collecting stocks data of different products in computers software

ZONG CMPAK, PAKISTAN

(2019) DATA COLLECTION OFFICER

- Examining technical faults of different field sites of ZONG towers.
- Resolving of technical faults

ELECTION COMMISSION OF PAKISTAN ECP

(2018) DATA ENTRY OPERATOR

- Entering details to the database at Women NIC/Voter registration campaign in ECP

ZONG (Hi-tech Network PVT LTD)

(2017) FIELD SITE ENGINEER

- Correction of technical parts PRT (Part return Ticket), Collecting of field sites reports
- Examining Data of cluster owners.

COMPUTER SKILLS:

- Skilled in website troubleshooting
- Hardware troubleshooting
- Network support & System administration

PROFESSIONAL SKILLS:

- Initiative, hardworking, self-motivated, goal & task oriented, capable to work under pressure
- Work independently.as a part of a team in a fast paced changing environment. Assist in promoting the objectives of the organization.
- Having the ability to learn, adapt to work in hard conditions.
- Effective communication and negotiation skills.
- Focused on work & duty punctual.

COMMUNICATION SKILLS:

- Well versed in conveying observations/thoughts on the subject matter & rigorous follow-up until their solution

EXTRA CURRICULLAM ACTIVITIES:

- Engagement in different forms of social activities for the beneficial of humanity

REFERENCES

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