

Professional Resume

WALI MUHAMMAD

Contact No: (92-331) 2455422
Email: khantareen241@gmail.com
Resident: Quetta, Balochistan, Pakistan

Experience

Sr.	Designation	Institution / Organization	Duration
1.	Data Assistant	ChipTraning & Consulting	Jan 2024-Present
Description: Polio Data collection and compilation, Data consolidation, Report generation, To brief about Data			
2.	IT & Admin Officer	City Educational Complex	Dec 2017-Dec 2021
Description: Network Configuration, Hardware Deployment, O.S, Data Base Management, Problem-Solving			
3.	IT Instructor	City Educational Complex	Dec 2017-Dec 2021
Description: Teaching Certification, IT Expertise, Patience, Communication Skill, Practical Application, Assessment			
4.	Math Instructor	Cambridge School Quetta	Feb 2016- Dec 2017
Description: Problem Solving, Class Management, Flexibility, Practical Method, Communication Skill, Patience			

Academic Education

Sr.	Degree	Specialization / Major	Institution / University	Passing Year
1.	M.A	Political Science	University of Balochistan	2021
2.	B.A	Political Science	University of Balochistan	2018
3.	BS	Computer Science	BUIITEMS	2016`

Professional Certification

Sr.	Certification	Institution / University	Passing Year
1.	Advanced Diploma in Information Technology (ADIT)	CEC Quetta	2019
2.	Typing English/Urdu	CEC Quetta	2018
3.	Microsoft Office	CEC Quetta	2019
4.	ADIT & Graphics	Opal Crown	2016

Computer Skills and Other Abilities:

Sr.	Skills & Abilities	Description
1.	Networking	Networking Protocols, Configuration, Troubleshooting
2.	Microsoft Office	Ms. Word, Ms. Excel, Ms. PPT, Ms. Access, Ms. Pub.
3.	Operating Systems	Installation, Image File, Win 7, Win 8.1, Win 10
4.	System Administration	Server Setup, Configuration, Maintenance, Cloud
5.	Troubleshooting & Solving	Identify and resolve IT issues efficiently.
6.	Graphics Designing	Adobe Photoshop, Corel Draw, In page
7.	Mailing and Search Engine	Communication, including sending messages, and files

Other Skills & Abilities:

Sr.	Skills & Abilities
1.	Excellent communication skills
2.	Sports
3.	Team building
4.	Facilitation
5.	Excellent coordination skills

Languages Proficiency:

Sr.	Language	Speaking	Writing	Listening
1.	English	A	A	A+
2.	Urdu	A+	A+	A+
3.	Pashto	A+	B+	A+

References:

- Will be provided upon request.