

# **ZAHEENULLAH KHAN**

## **Permanent Address:**

Village: Nar Najeeb, Tehsil: BANNU

District BANNU KPK, Pakistan

**Contact:** +92336-9750135

## ■ ■ **JOB OBJECTIVES**

IT Professional with 5+ years of experience of preparing flawless presentations, assembling facility reports and maintaining the utmost confidentiality. Possesses Master of Computer Science (MCS) and expertise in Microsoft office Excel, Word and Power Point.

Looking to leverage my knowledge and experience into a role as DATA ASSISTANT.

## ■ ■ **PERSONAL INFORMATION**

✚ Father's Name : **Shafiullah Khan**  
✚ Date of Birth : 05/04/1995  
✚ C.N.I.C # : 11101-1231044-1  
✚ Domicile : BANNU  
✚ Sex : Male  
✚ Nationality : Pakistani  
✚ Religion : Islam  
✚ Email : [zaheenuallahk@gmail.com](mailto:zaheenuallahk@gmail.com)

## ■ ■ **ACADEMIC QUALIFICATION**

EXAM	YEAR	Grade/Div.	MARKS		BOARD / UNIVERSITY
			OBTAINED	TOTAL	
MCS	2015-17	1 <sup>st</sup>	1676	2400	UST Bannu
BCS	2016	1 <sup>st</sup>	330	550	U S T Bannu
FSc	2013	1 <sup>st</sup>	679	1100	B.I.S.E, Bannu
SSC	2010	1 <sup>st</sup>	725	1050	B.I.S.E Bannu

## ■ ■ **PROFESSIONAL CERTIFICATION**

EXAM	YEAR	Grade/Div	MARKS		BOARD / UNIVERSITY
			OBTAINED	TOTAL	
DIT	2013	1 <sup>st</sup>	1058	1400	KPBTE Peshawar
CT	2016	1 <sup>st</sup>	588	900	AIOU
PTC	2012	1 <sup>st</sup>	599	900	AIOU

## ■ ■ SKILLS & QUALITIES:

- Punctual, Responsible and hard working.
- Good interpersonal, negotiation and communication skills.
- Can manage critical situations.
- Having good public relation & Interpersonal Skills.
- Good computer, internet browsing, mathematical and report writing skills.

## ■ ■ Professional Skills

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- ❖ 1 Year Diploma of Information Technology (DIT) from KPBTE Peshawar.
- ❖ Installation, troubleshooting of all Operating Systems.
- ❖ OFFICE AUTOMATION (*MS. WORD, MS EXCEL, MS POWERPOINT*)

## ■ ■ Experience

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- ❖ Performed Service as **(DEO) Data Entry Operator/Team Lead** on **BOR** (Board of Revenue) Project of Digitization Land Record of Revenue at Tehsil Bannu Site. **(1 DEC 2014 to 13 Jan 2017).**
- ❖ Worked as an “**IT and Support Engineer**” in National Savings Centre (NSC) Hangu. **(8 April 2020 to 30 June 2021)**
- ❖ Working as a “**Field Compliance Officer (FCO)**” in National Savings Centre (NSC) KOHAT Branch No.1. **(01 July 2021 to Current date)**

## ■ ■ Winning Awards

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- ❖ Got a *Microsoft Office Word 2013 Specialist* award from international (Global) Certification Exam Development Centre “**Certiport**”.
- ❖ Got a Certificate on **Man of the match** (1st Position) in Inter collage cricket games from Kakki Degree Collage Bannu.
- ❖ Got 1<sup>st</sup> Position in **1<sup>st</sup> term Exam** of Hira National Education Foundation Pakistan in 2008.
- ❖ Got 1<sup>st</sup> Position in **Quiz Competition** of Hira National Education Foundation Pakistan in 2009.

## ■ ■ Languages

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- ✚ Urdu
- ✚ Pashto
- ✚ English

## ■ ■ REFERENCES

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Jahangir Jamal (Incharge Bannu Site of Land Record Digitization).  
Contact # 03018310360

Fawad Shah (Co-ordinator of IT and Support Engineers).  
Contact # 030314-9392572

Asif Khan (Officer Incharge NSC HANGU)  
Contact # 0332-9743097