

# **ZAHEENULLAH KHAN**

## **Permanent Address:**

Village: Nar Najeeb, Tehsil: BANNU

District BANNU KPK, Pakistan

**Contact:** (*WHATSAPP*) +92336-9750135

## ■ ■ **JOB OBJECTIVES**

To work with a carrier oriented organization to get maximum experience and to develop my skills through constant challenges in a competitive environment where my professional qualification may able me to make significant contribution, INSHA-ALLAH you will find me UNIQUE in every field.

## ■ ■ **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 : [zaheenullahk@gmail.com](mailto:zaheenullahk@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)**
- ❖ **Worked as a “FIELD COMPLIANCE OFFICER”** in National Savings Centre (NSC) Kohat-1. **(31 July 2021 to 30 June 2023)**

## ■ ■ 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 Kohat-1)  
Contact # 0332-9743097