

# ZIA ULLAH KHAN

SOFTWARE ENGINEER



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## SUMMARY

I am always committed, dedicated, and very professional to words to my job, I fulfill all responsibilities assigned to my very punctually. I have the ability to work in any circumstances any culture and environment, and achieved my goals for my valuable organization.

## EDUCATION

### BS- Software Engineering

- Iqra National University Peshawar
- from 2015 to 2021.

### ICS

- Govt. Post Graduate College Bannu
- from 2013 to 2015.

## PERSONAL PROFILE

- Father's Name : Muhammad Ibrahim Khan
- Date of Birth : 30/04/1996
- CNIC No : 11101-5507599-7
- Domicile : District Bannu
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Single

## CERTIFICATIONS

- Computer Short Course

## PROFESSIONAL EXPERIENCE

### Social Organizer

Women Empowerment Organization (WEO)  
From 01 January 2023 to till dated.

A Social Organizer dedicated to Afghan refugee education is a professional committed to facilitating educational opportunities and support for Afghan refugees who have been displaced from their homeland. Here's a detailed description of the responsibilities and tasks associated with this vital role:

#### 1. Community Engagement:

- Initiate and foster relationships with Afghan refugee communities to understand their specific educational needs, challenges, and aspirations.
- Conduct outreach programs to raise awareness about the importance of education and available resources.

#### 2. Needs Assessment:

- Conduct comprehensive assessments to identify the educational needs of Afghan refugee children, youth, and adults.
- Gather data on existing educational levels, language proficiency, and potential barriers to learning.

#### 3. Advocacy and Resource Mobilization:

- Advocate for the rights of Afghan refugee children to access quality education, working with local authorities, NGOs, and international organizations.
- Mobilize resources, including educational materials, funding, and support services, to enhance the educational infrastructure for Afghan refugees.

#### 4. Coordination with Educational Institutions:

- Collaborate with local schools, learning centers, and vocational training programs to create inclusive and culturally sensitive educational environments.
- Develop partnerships with educational institutions to facilitate the enrollment and integration of Afghan refugee students.

# SKILLS

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- MS-Word
- MS-Power Point
- MS-Excel
- Graphics designing
- Video Editing
- Communication skills
- Teamwork
- Problem-solving
- Time management
- Adaptability
- Creativity
- Critical thinking
- Emotional intelligence
- Leadership
- Conflict resolution
- Decision-making
- Flexibility
- Interpersonal skills
- Positivity
- Empathy
- Collaboration
- Active listening
- Presentation skills
- Negotiation skills

1. Language and Cultural Support:
  - Establish language and cultural support programs to address language barriers and ensure effective communication between educators and Afghan refugee students.
  - Organize cultural exchange activities to promote understanding and integration within the broader community.
2. Access to Formal and Informal Education:
  - Work towards ensuring access to both formal and informal education for Afghan refugee children, considering their age, background, and previous educational experiences.
  - Facilitate the establishment of informal learning spaces for adults who may have missed formal education opportunities.
3. Capacity Building:
  - Organize training sessions for educators, community leaders, and volunteers on culturally sensitive teaching methods, trauma-informed education, and strategies for supporting Afghan refugee learners.
  - Enhance the capacity of local educational institutions to cater to the diverse needs of Afghan refugee students.
4. Monitoring and Evaluation:
  - Develop monitoring and evaluation mechanisms to assess the effectiveness of educational programs and identify areas for improvement.
  - Collect feedback from students, parents, and educators to continually adapt and enhance educational initiatives.
5. Documentation and Reporting:
  - Maintain accurate records of educational programs, student progress, and community engagement efforts.
  - Prepare reports detailing the impact of education initiatives for Afghan refugees, and share findings with stakeholders and donors.
6. Psychosocial Support:
  - Recognize and address the psychosocial challenges faced by Afghan refugee students, providing support services and counseling as needed.
  - Collaborate with mental health professionals to ensure a holistic approach to educational well-being.

## 1. Public Awareness Campaigns:

- Develop and implement public awareness campaigns to promote understanding and support for Afghan refugee education within the host community.
- Highlight success stories and positive contributions of Afghan refugee students to foster inclusivity.
- A Social Organizer focused on Afghan refugee education plays a crucial role in bridging gaps, fostering inclusion, and providing opportunities for a brighter future through education. This role requires cultural sensitivity, advocacy skills, and a commitment to overcoming challenges to ensure that Afghan refugee communities can access quality education.

## Visiting Lecturer Ship

Govt. Degree College Kakki Bannu.  
From 2021 to 2022.

A Visiting Lecturer is a qualified and experienced academic professional who is appointed on a temporary or part-time basis to deliver lectures, conduct seminars, and contribute to the educational programs of an academic institution. Here is a detailed description of the responsibilities and characteristics associated with the role of a Visiting Lecturer:

1. Teaching and Instruction:

- Deliver engaging and informative lectures to undergraduate or graduate students in the assigned subject area.
- Develop and organize course content, including syllabi, lesson plans, and educational materials.
- Employ a variety of teaching methodologies to cater to diverse learning styles.

2. Subject Matter Expertise:

- Possess in-depth knowledge and expertise in the specific field or subject matter assigned for instruction.
- Stay current with developments in the academic discipline through research, professional development, and engagement with scholarly activities.

3. Student Interaction:

- Facilitate classroom discussions, encourage critical thinking, and address students' questions and concerns.
- Provide guidance and support to students in understanding complex concepts and theories related to the course.

4. Assessment and Evaluation:

- Design assessments, examinations, and grading criteria to evaluate students' understanding of the course material.
- Provide constructive feedback on assignments and examinations to help students improve their academic performance.

5. Availability and Office Hours:

- Hold regular office hours to meet with students individually or in small groups to provide additional academic support.
- Be accessible for consultations, mentoring, and academic advising.

6. Collaboration with Colleagues:

- Collaborate with other faculty members, both permanent and visiting, to contribute to the overall development and improvement of academic programs.
- Attend departmental meetings, workshops, and conferences to stay informed about academic policies and institutional initiatives.

7. Professional Development:

- Engage in ongoing professional development activities, including attending conferences, workshops, and seminars.
- Contribute to the academic community through research, publications, or presentations in relevant forums.

8. Adherence to Policies and Standards:

- Adhere to the academic policies, standards, and code of conduct set by the institution.
- Maintain ethical standards in teaching, research, and interactions with students and colleagues.

9. Flexibility:

- Adapt to the academic calendar and schedule set by the institution, including any variations in teaching hours, exam periods, or special events.

10. Communication Skills:

- Effectively communicate complex ideas and concepts in a clear and understandable manner.
- Keep students informed about course expectations, grading criteria, and any changes in the syllabus.

11. Feedback and Evaluation:

- Participate in performance evaluations as required by the institution.
- Seek feedback from students and colleagues to continuously improve teaching methods and content delivery.

A Visiting Lecturer contributes to the academic vibrancy of an institution by bringing real-world experience, diverse perspectives, and expertise to the classroom. Their temporary appointment allows them to share their knowledge with students while contributing to the overall academic community.

## Computer Operator

Community Research Development Organization (CRDO)  
From Oct 2020 to Mar 2021.

A Computer Operator/Data Entry Operator is an essential role within an organization responsible for managing data input, processing, and ensuring the accurate and timely entry of information into computer systems. This role is pivotal in maintaining organized and up-to-date databases, supporting various departments with essential data, and contributing to the overall efficiency of business operations. Below is a detailed description of the responsibilities, skills, and qualifications associated with the role:

### Responsibilities:

1. **Data Entry:** Accurately enter data into computer systems, databases, or spreadsheets using appropriate software applications.
2. **Quality Assurance:** Review and verify the accuracy of data to ensure it meets established standards. Identify and correct errors or inconsistencies in the entered information.
3. **Database Management:** Maintain and update databases by entering new data and ensuring the integrity and security of existing data.
4. **Record Keeping:** Create and maintain records of data entry activities, ensuring documentation is thorough and organized for future reference.
5. **Data Processing:** Assist in processing and organizing large volumes of data, including sorting, classifying, and summarizing information as required.
6. **Report Generation:** Generate reports from databases as needed, presenting data in a format that is understandable and accessible to other departments or management.
7. **Communication:** Collaborate with other team members or departments to gather necessary information and clarify data requirements.
8. **Timely Delivery:** Meet established deadlines for data entry tasks to ensure that information is available when needed by various departments.
9. **Confidentiality:** Handle sensitive information with utmost confidentiality, following data protection and privacy guidelines.
10. **Problem Resolution:** Address any issues related to data entry errors or system malfunctions promptly and effectively.

### Skills and Qualifications:

1. **Typing Speed and Accuracy:** Proficient typing skills with a high level of accuracy to ensure timely and error-free data entry.
2. **Attention to Detail:** Strong attention to detail is critical to spot errors, inconsistencies, or discrepancies in the entered data.
3. **Organizational Skills:** Ability to organize and manage data systematically, maintaining a structured and efficient filing system.
4. **Computer Proficiency:** Comfortable using data entry software, spreadsheet applications (e.g., Microsoft Excel), and other relevant tools.
5. **Time Management:** Efficient time management skills to meet deadlines and prioritize tasks effectively.
6. **Communication Skills:** Clear communication skills, both written and verbal, for effective collaboration with team members and other departments.
7. **Adaptability:** Ability to adapt to changing data entry requirements and work with various types of data.

A Computer Operator/Data Entry Operator plays a crucial role in maintaining accurate and organized data, supporting various business functions across an organization. This role requires a combination of technical skills, attention to detail, and effective communication to contribute to the overall success of data management processes.

## **Social Organizer**

Community Development Program (CDP)

From Apr 2019 to Aug 2020.

A social organizer focused on CNIC (Computerized National Identity Card) registration plays a vital role in ensuring that community members are properly registered with the national identification system. Here's a detailed description of the responsibilities and tasks associated with this role:

### **1. Community Outreach:**

- Engage with the community to create awareness about the importance of CNIC registration.
- Conduct information sessions to educate individuals about the process, requirements, and benefits of obtaining a CNIC.
- Collaborate with local leaders, community organizations, and educational institutions to reach a wide audience.

### **2. Facilitation of Registration Process:**

- Assist community members in completing the necessary paperwork and forms required for CNIC registration.
- Provide guidance on the documentation needed, such as proof of residence, birth certificates, and other relevant identification documents.
- Coordinate with government offices and CNIC registration centers to streamline the registration process for community members.

### **3. Documentation and Record-Keeping:**

- Maintain accurate records of individuals who have completed the CNIC registration process.
- Ensure that all required documents are properly filed and organized for easy access and future reference.
- Prepare reports on the progress of CNIC registration within the community.

### **4. Community Engagement and Education:**

- Organize workshops and information campaigns to address any concerns or misconceptions related to CNIC registration.
- Foster a sense of community responsibility by emphasizing the importance of having a valid national identity card for various purposes, including access to government services and participation in civic activities.

### **5. Collaboration with Authorities:**

- Establish and maintain effective communication with government authorities responsible for CNIC registration.
- Report any challenges or issues faced by community members during the registration process to the relevant authorities for resolution.
- Collaborate with local government offices to facilitate on-site CNIC registration drives.

### **1. Follow-Up and Support:**

- Follow up with individuals to ensure they receive their CNICs in a timely manner after completing the registration process.
- Provide support and guidance for individuals facing challenges or delays in obtaining their CNICs.
- Address any issues related to discrepancies or errors in the registration documents.

## 7.Data Security and Privacy:

- Implement measures to safeguard the privacy and security of individuals' personal information collected during the CNIC registration process.
- Adhere to all data protection regulations and ethical standards in handling sensitive information.

A social organizer dedicated to CNIC registration acts as a bridge between the community and government institutions, working towards the common goal of ensuring that every individual has a valid and recognized national identity. Through education, facilitation, and advocacy, this role contributes to the overall well-being and inclusion of community members within the national identity system.