AminUllah

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PermenentAddress: kazaviala tehsil Barshore Pishin

PERSONAL Profile:

- Father's Name — Malik Abdullah
- Date of Birth — 10/10/1990
- Local/Domicile — Pishin Baluchistan
- NIC Number — 54301-5399191-1
- Religion — Islam
- Nationality — Pakistani
- Native Place — Quetta Baluchistan
- Marital Status — Single

Objective:

Two utilize my past training and related experience to
secure a responsible and challenging position within different fields
of life professional achievement and to discover the bright stars of
fate by working hard and fully determination.

Academic Qualification

Degree	Passing Year	Division	Subject/ Discipline	Board/ University
BS(CS)	2014	1st	Computer Science	University of Balochistan Quetta, Pakistan
B.A	2012	2nd	Economics, sociology	University of Baluchistan, Quetta, Pakistan
Intermediate	2010	2nd	Pre Engineering	B.I.S.E. Quetta, Pakistan
Matriculation	2008	2nd	Science	B.I.S.E. Quetta, Pakistan

BSCS: Operating System, Data Structure, Data Base, DBMS , Artificial Intelligence,

Networking, Object Oriented programming, AOOP, Computer Fundamentals, Compiler Construction, Theory of Automata, Basic Accounting, DDBMS, Human Computer Interaction, Research Methodology, Web Designing.

B.A: Economics, Sociology, Islamic education, English, Pakistan Study

Intermediate: Mathematics, Chemistry, Physics, English

Matric: Biology, Chemistry, Physics, Math, English

Professional Experience

➢ **Worked with Secours Islamique France (SIF)**

Project   CBT
Designation   Cash disbursement officer
Tenure   from December 2022 to May 2023
Location   district Pishin
Reporting to   project officer Mir Ahmed Sami

Basic responsibilities

- Prepare payment sheets for payment to beneficiaries of unconditional cash grants.
- Support preparation of MDRs for donor reporting.
- Verify beneficiaries' names and signatures and consistency with CNIC for making payments.
- Disburse the payments to the registered beneficiaries as per schedule and amount indicated in the distribution plan.
- Actively participate in community mobilization and beneficiary assessment process.
- Maintain records in hard and soft of all the payments as required and guided by project manager.
- Submit the requested documentation on daily basis, making sure that it is complete and accurate.
- Ensure implementation of all donor guidelines with regard to disbursements of payments.
- Submit daily and weekly updates to the Project Manager cash for work & training.

➢ **Worked with agha Jee builders and developers**

Designation   IT specialist

Tenure   august 2021 to march 2022

Location   Jinnah road Quetta

Reporting to   Mr   Rahol Javed

Basic responsibilities

- Carry out system maintenance tasks, such as performing monitoring tasks, running system diagnostics, and system optimization, to ensure they are running effectively and enable easy and efficient use.
- Perform routine deployments of server hardware and software, including testing and the identification of problems, to contribute to the effective functioning of technology
- provide direct support to users across the organization. This can include helping set up hardware or software, diagnosing connectivity or data access problems, answering questions hardware or software, and helping users access shared devices.

➢ **Worked with Baluchistan Rural support programme(BRSP)**

Project type   Baluchistan Rural and community empowerment(brace)

Designation   social organizer

Tenure   from august 2018 to July 2021`

Location   district Pishin

Reporting to   Mr Mohammad Aslam kakar

Basic responsibilities

- requested by the Organizing people in order to enable them to collectively think and act upon their development
- making and organizing of communities in rural areas of district Pishin
- to activate the VO are to work on development activities which run across the village such as community infrastructure, partnerships with local government and other agencies, and on issues which affect the entire village.
- Inclusion of women into the development process
- Repair the activity implementation plan and discuss the required resources to undertake the activity
- Ensure the community participation in the project activities
- Write regular weekly, monthly and other reports (as per suggestion and need) Facilitation and support in conducting the awareness sessions
- Mobilize community groups, sensitize and train them on specific topics as required, organize and facilitate meetings follow the Social Mobilization guidelines of BRSP and implement it at community level.
- Perform other duties as line supervisor

➢ Worked At commissioner office Quetta

Organization type   government organization

Designation   IT professional (contract bases)

Tenure   10thJanuary 2018 to 20th july 2018

Location   Quetta

Reporting to   Syed mohibullah agha divisional IT officer Quetta

Basic responsibilities

- Managing hardware and software equipment's and configuration in the office.

- Responsible for maintaining information records such as updating web pages and statistical databases to ensure the information is current and well organized.
- Install, operate and maintain telecommunications systems and equipment, to ensure optimal services in compliance with standard operations procedures.
- Support the development of standard material such as training documentation and web content on behalf of senior officers, to ensure staff have access to required information about IT services and products.
- Suggest improvements to methods and processes in order to support the continuous improvement of IT services

- ➤ **worked At worker's welfare board Quetta**
  - organization type   Government organization
  - Designation   IT assistant
  - Tenure   February 2016 to march 2017
  - Location   Quetta
  - Reporting to   Mr Daro khan assistant director (WWBQ)

  Basic responsibilities

- Installing and configuring hardware and software components to ensure usability.
- Troubleshooting hardware and software issues
- Ensuring electrical safety standards are met.
- Repairing or replacing damaged hardware
- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues
- Maintain IT inventory and update inventory list and keep track of all IT equipment's.
- Cleaning and maintenance of Office-wide Computers and printers etc.
- Help users in day to day IT problems such as internet using, printing to network printer…
- Keep a log of user's complaints and support/solution provided.
- Send regular IT reports or updates to IT Officer.

- Taking and keeping of the backup of the computers according schedule.
- Microsoft Windows, Ms. Office, Email accounts (MS. Outlook) troubleshooting.
- Repairing and Troubleshooting Basic Hardware problems of office-wide computer system, Printers Scanner, and electronic equipment's.
- Ensure the anti-virus software is installed, kept up to date and working properly on all stations.
- Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors; ensure that these are prepared and ready to be used

➢ Worked At Standard innovative Technology

Organization type   Software house and consultancy

Designation   Data base Administrator

Tenure   June 2014 to December 2015

Location   Quetta

Reporting to   Mr. Mohammad Azeem mengal

Basic Responsibilities

- I have played the roles generally associated with the management and control of a DBMS and its data.
- My responsibility for the management of the data resource including database planning, development and maintenance of standards, policies and procedures, and conceptual/logical database design.
- consults with and advises senior managers, ensuring that the direction of database development will ultimate support corporate
- I had responsible for the physical realization of the database, including physical database design and implementation, security and integrity control, maintenance of the operational system, and ensuring satisfactory performance of the applications for users.
- My role in SIT as a DBA is more technically oriented than the role of the DA, requiring detailed knowledge of the target DBMS and the system environment.

Trainings and workshops

On-line workshop on "Innovation for Venture Creation". Workshop held on February 11th, 2016

1. One Day Workshop on "Developing Industry driven Technologies"
2. University of Baluchistan workshop on World Environment Day Celebrated By Department Of computer Science.
3. Three days' workshop on communication skills held by HEC on 5 May 2012.
4. Life Skills and HIV/AIDS Training" Attended 6 Days training of trainers(TOT) on life skills and HIV/AIDS Organized by UNICEF PAKISTAN AUGUST 2014

Computer Skills

Ms. Office
Programing Skills

- C
- C++
- Java

Web Development

- Html
- CSS
- JavaScript
- Php

Networking

- Basic networking
- LAN Setting

Database

- SQL
- MySQL
- Oracle

	READ	WRITE	SPEAK
Languages			
ENGLISH	✔	✔	✔
URDU	✔	✔	✔
PASHTO	✔	✔	✔

Hobbies: Reading Books, Operating Computer and Surfing Net