



AHMAD ALI KHAN

To demonstrate the full value of my potential, in a learning and challenging environment, by joining an organization that encourages creativity quality and effort. With the notion to attain a firm ground, which will not only sustain my academic knowledge and enduring skills but will also indulge me to prosper and develop in an atmosphere of professionalism and innovation

Contact

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Address

Current Address: ShamsAbad, Rawalpindi

Permanent Address: Lakki Marwat

Education

BSCS 2022

University of Lakki Marwat

ICS 2018

GPGC Lakki Marwat

Matric 2016

GSMGKCMHS No 1 Lakki Marwat

Expertise

- Html
- Css
- Javascript
- Sql
- Php
- Java

Language

Urdu

English

Pashto

Experience

2022 - 2023

CGT College, Rawalpindi

Computer Operator

- Provides data by operating a computer.
- Prepares equipment for operations by accessing software in computer.
- Makes appropriate changes to the documentation, as needed.
- Monitors and manipulates daily system jobs.
- Starts operations by entering commands.
- Resolves user problems by answering questions and requests.
- Ensures operation of equipment by completing preventive maintenance

2023- 2023

Diya Pakistan

Operations Assistant

- Assisting the Manager with operational issues
- Scheduling meetings and team building sessions as required
- Prepares equipment for operations by accessing software in computer.
- Makes appropriate changes to the documentation, as needed.
- Starts operations by entering commands.
- Responds to incoming telephone calls, email, and voice mail inquiries

2023 - 2023

Employment Processing Resource

Data Entry Officer

- Consistently maintained a 99% accuracy rate while entering large volumes of data into databases, resulting in improved data quality and increased efficiency.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers.
- Verify data by comparing it to source documents.
- Update existing data.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Process improvement and efficiency.
- Data mining and trend analysis.
- Microsoft Office Suite (Excel, Word, Access).
- Troubleshooting and error resolution.
- Data security and encryption.
- Data backup and recovery.

2023 - 2024

E Khidmat Markaz

Citizen Service Representative (CSR)

- **Facilitate to Customer**
- Entries of Domicile Holder and Documentation.
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- **Nadra Services.**
- Computerized National Identity Card
- Family Registration Card
- Child Registration Card
- National Immunization of Management System
- National Identity Card for Overseas Pakistani
- **License Services**
- Learning License
- Renewal of License
- **Issuance of E Stamp Paper**

Reference

Dr. Sajid Ullah khan

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Dr. Bilal Qureshi

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