





Nationality: Pakistan  
E-mail: Muhiborakzai1@gmail.com  
Date of Birth: 15<sup>th</sup> Nov-1994 (29 Years)  
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Passport: Pakistan



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## **PROFESSIONAL EXPERIENCE:**

-  **Position:** IT Assistant **May-2022 till today**  
**Organization:** The RISE Education System KP Hangu-Pakistan  
**Job Description:** Data Entry Of Students & Staff Records, Office Management, Social Media Management, Documentations, System And Networks Troubleshooting, CMS Portal, Printing, Copying & Scanning, CCTV management, Financial Reports, Budgets, Income And Expenditures Reports etc.
-  **Position:** Computer Science Teacher **Aug-2020 to May-2022**  
**Organization:** Winsome Education Academy Hangu, Pakistan  
**Job Description:** Prepare and deliver Computer Science lectures to the Secondary-Level and Higher Secondary level students With Practical Lab Practices. And Also taught the other subjects I.E. Math And General Science.
-  **Position:** Computer Operator **Jan-2018 To Jun 2020**  
**Organization:** Hangu Institute of Science & Technology School & College Hangu, Pakistan  
**Job Description:** Data Entry, Database Management, Network & System troubleshooting, Record keeping, Documentation, File Management, Invoice generation, CCTV, Printing and other duties assigned by seniors.



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## **EDUCATION:**

-  **Bachelor of Science in Computer Science (BS.CS)** **CGPA:2.72/4** **2013-2018**  
CECOS University of IT & Emerging Sciences Peshawar, Pakistan
-  **Inter/H.S.S.C/A-Level (Pre-Engineering)** **2011-2013**  
Hangu Institute of Science & Technology College Hangu, Pakistan
-  **Matric/S.S.C/O-Level (General Science)** **2009-2011**  
Govt. Centennial Model High School Hangu, Pakistan

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## **BASIC SKILLS:**


 Android/Window/Linux O.S  
 Network Administration


 Database Administration  
 Web-Administration (CMS)

 Computer Operations


 Internet Browsing

 Adobe-Photoshop

 Adobe-Illustrator

 Adobe In-Design


 Software Quality Assurance

 Troubleshooting (System & Networks)

 CCTV Management

 Social Media (FB, Twitter, YouTube, LinkedIn, Instagram)

 Data Entry (30 WPM)

 MS Office (Excel, Word, Point, Access)

 In-Page Urdu, English


 Typing (English, Urdu, Pashto, Arabic)

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## **CERTIFICATES:**

 Aviatix Certified Engineer Multi Cloud Network Associate

[Aviatix](#)

 Microsoft Certified Azure Administrator Associate

[Microsoft](#)

 System Admin & IT Infrastructure Services


[Coursera](#)

 Certified Network Security Specialist-CNSS

[ICSI](#)

 Microsoft Certified Azure Fundamentals

[Microsoft](#)

 The Fundamentals of Digital Marketing


[Google garage](#)

 HCIA & HCIP - Routing & Switching


[Huawei](#)

 CCNA Training Certificate -CCNA


[CISCO Academy](#)

 Essentials of Cyber Security-ECS

[KP IT Board](#)

 Technical Support Fundaments

[Coursera](#)

 Software Quality Assurance

[UNDP Pakistan](#)

 Computer Operator


[Logic IT Institute](#)

 Graphic Designing

[KP IT Board](#)

 Microsoft Office


[Logic IT Institute](#)

 HCIA - Security

[Huawei](#)

 Big Data 101

[Cognitive Class](#)

 Hadoop 101

[Big Data](#)

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## **PERSONAL:**


 Hard Work


 Punctual

 Loyal


 Supportive

 Team Leading

 Team work

 Passionate

 Adaptive Learner

 Quick

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## **LANGUAGES:**

  English

  Urdu

  Pashto

  Hindi

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## **REFERENCES:**

Will be provided if needed.

