

Abdurahman Khan

Address: pole-chrakhi, Kabul AFGHANISTAN

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PERSONAL DETAIL:

Father Name: Rahimullah
Gender: Male
Date of Birth: 1999
Nationality ID: #####
Nationality: Afghan
Native Language: (Pashto)
Marital Status: Single
Place of Birth: Nangarhar
Blood Group: O+

OBJECTIVE:

I am looking forward for a dynamic and progressive position that offers me the opportunity to develop new skills while strengthening those, I already possess. My main strengths are adaptability, dependability and the determination to get a job done.

EDUCATIONAL BACKGROUND:

<u>Degree/Certificate</u>	<u>Session</u>	<u>Institute/University</u>
Bachelor of BCS	2021	Said Jamaludin-e-Afghani University
High School Certificate 12th	2016	tarakhil high school
DEL	2021	IQ Leading Center
<u>Training/Certificate</u>	<u>Session</u>	<u>Institute/NGO</u>
Journalism	2021	IQ Leading Center
<u>Computer Skills/Certificate</u>	<u>Duration</u>	<u>Institute/College</u>
Microsoft Office	12 Months	Said Jamaludin-e-Afghani University
Computer Hardware	4 Months	Said Jamaludin-e-Afghani University
<u>Programing Language</u>	<u>Duration</u>	<u>Institute/College</u>
C	2Month	Said Jamaludin-e-Afghani University
C++	3Month	Said Jamaludin-e-Afghani University
JAVA	4Month	Said Jamaludin-e-Afghani University
C#	4Month	Said Jamaludin-e-Afghani University
PHP	3Month	Said Jamaludin-e-Afghani University
<u>Computer Language</u>	<u>Duration</u>	<u>Institute/College</u>
SQL	2Month	Said Jamaludin-e-Afghani University
MYSQL	4Month	Said Jamaludin-e-Afghani University

Works experience:

Data Entry Officer

- **Duration:**
- From: 03/02/2020
- To: 3/3/2021

IQ Leading Center

- Save new student admission.
- Give report of total admission to main office.
- Attending in weekly meeting.
- Give idea of improvement to the head.
- Preparing and sorting document for data entry.
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- Creating database backup as part of contingency plan.
- Testing new database system and software update.
- Responding to information requests from authorized members.
- Maintain database by entering new and updated customer and account information.
- Prepares secure data for computer entry by compiling and sorting information.
- Process customer and account source documents by reviewing data for deficiencies.
- Contact customers to resolve any issues with their source data.
- Giving weekly report to general director.
- Analysis new data at the time of take from customer.
- Any other assigned duties.

Language:

<u>Language</u>	<u>Writing</u>	<u>Speaking</u>	<u>Reading</u>
Pashto	Native	Native	Native
Dari	Good	Good	Good
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent

Reference:

<u>Name</u>	<u>Organization</u>	<u>Position</u>	<u>Email</u>	<u>Phone</u>
Idrees Daudzai	IQ Leading Center	Vice Chancellor	adreesdaudzai123@gmail.com	0780363104
Khishrow Hassanzay	Abdullah Irshad construction company	Director	Khasraw.h@gmail.com	0784487108