



Ahsan Hassan

S/O

Hassan Din

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Email: **AHSANHASSAN.KPK@GMAIL.COM**

Muslim, Male, Married,

Date Of Birth: **OCT 24, 1992**

CNIC: **17301-3793507-3** Passport No: **GE6805071**

National Technology Council Registration: **Eng.Tech/Civil/00829**

Objective

Continually develop the knowledge base in accordance with my aptitude by developing attributes through thinking out of the box with a positive attitude to make a significant difference in agile competition and to be result oriented in my career for achieving a brilliant living standard in a socially responsible manner.

Education

2015-2019 **B. Tech Hons 4 years (Bachelor of Technology Civil Engineering)**

Abasyn University Peshawar Campus.

2010-2013 **D.A. E (Diploma of Associate Engineer Civil Technology)**

Khyber Pakhtunkhwa Board of Technical Education.

2008-2009 **SSC (Science)**

Board of Intermediate & Secondary Education Peshawar.

Employment Record

⇒ Working in Al Khidmat Hospital Peshawar

Designation: Deputy Manager (Management Information System)

From 1st January 2021 – Up to Till Date.

- ❖ HMIS (Health Management Information System) Coordinator.
- ❖ Utilize / Manage HMIS software in this organization.
- ❖ Utilize / Manage **Zakat MIS** software in this organization.
- ❖ Network Administration troubleshoot problems with routine network traffic's, servers etc.
- ❖ Configuring and managing Network Switches, Routers, Wireless Routers, Cabling and
- ❖ All computer peripherals like printers, scanner, photocopier etc.
- ❖ Office 365 (Manage Administration) to Users.
- ❖ Training to users about HMIS & Official Email Uses.
- ❖ Perform installation, configuration of all the computer machines.
- ❖ Troubleshoot the hardware and software problem.
- ❖ Technical support to all the users.
- ❖ Applying software updates and patches to both Servers and client machines.
- ❖ Setup and administer remote desktop connections for company users.
- ❖ Configuring and Administering CCTV and IP Cameras with cloud.
- ❖ Daily Cloud & Offline Backup of Application & SQL.
- ❖ Fortinet Cloud Access to users & troubleshoot daily traffic problems.

⇒ Worked in Al Khidmat Hospital Peshawar

Designation: I.T Coordinator / Computer Operator / Office Clerk / Admin Assistant
in Administration Office.

From 1st May 2017 – to 31st December 2020.

Working as Computer Operator / Office Clerk / Admin Assistant in Administration Office.

- ❖ Arrangement of meetings. Daily activity report to Director.
- ❖ Preparing Staff Salary, Duty Roaster, and Leave Matter as per HR rules.
- ❖ New Staff Recruiting, Interview Schedule. etc.
- ❖ Personal Files Updating, Explanation, Suspension, Termination of employee.
- ❖ Monthly Report Create and proper filing of all office corresponding.
- ❖ Type Letter for Internal / external corresponding to any office.
- ❖ Data Entry, document typing, formatting, and designing.
- ❖ Scanning and digitization of documents.
- ❖ Resolving problems and inconsistencies with data.
- ❖ Day to day maintenance of database and maintain data storage and record keeping.
- ❖ Perform other organizational activities as assigned from time to time.
- ❖ Any other special work / duty assigns by Hospital Director.

Working as I.T Coordinator in I.T Department.

- ❖ HMIS (**Health Management Information System**) Coordinator.
- ❖ Utilize / Manage HMIS software in this organization.
- ❖ Utilize / Manage **Zakat MIS** software in this organization.
- ❖ Perform installation, configuration of all the computer machines.
- ❖ Troubleshoot the hardware and software problem.
- ❖ Technical support to all the users.
- ❖ Troubleshoot problems with network traffic, servers etc.
- ❖ Configuring and Administering CCTV and IP Cameras.
- ❖ Applying software updates and patches both Servers and client machines.
- ❖ Setup and administer remote desktop connections for company users.
- ❖ Troubleshoot routine network problems.
- ❖ Configuring and managing Network Switches, Routers, Wireless Routers, Cabling and All computer peripherals like printers, scanner, photocopier etc.

⇒ **Worked in City District Government Rawalpindi Under Prime Minister Training Scheme.**

Designation: Internee

From **July 2016 – June 2017**

- ❖ Office Clerical Work, Visit to Different Companies as Inspection Team.
- ❖ Manage Routine work in Government Organization as Clerk.
- ❖ Also Work in Accounts Department.
- ❖ Data Entry, document typing, formatting, and designing.
- ❖ Scanning and digitization of documents.
- ❖ Resolving problems and inconsistencies with data.
- ❖ Day to day maintenance of database and maintain data storage and record keeping.
- ❖ Perform other organizational activities as assigned from time to time.

⇒ **Worked in Usman Trading Company Peshawar**

Designation: Computer Operator

From **Aug 2010 – Aug 2012**

- ❖ Perform installation, configuration of all the computer machines.
- ❖ Troubleshoot the hardware and software problem.
- ❖ Technical support to all the users.
- ❖ Data Entry, document typing, formatting, and designing.
- ❖ Scanning and digitization of documents.
- ❖ Resolving problems and inconsistencies with data.
- ❖ Day to day maintenance of database and maintain data storage and record keeping.
- ❖ Perform other organizational activities as assigned from time to time.

⇒ **Worked in Computer World Plus Peshawar**

Designation: IT Assistant

From **July 2009 – July 2010**

- ❖ Perform installation, configuration of all the computer machines.
- ❖ Troubleshoot the hardware and software problem.
- ❖ Technical support to all the users
- ❖ Applying software updates and patches both Servers and client machines.
- ❖ Solving Problems in Pc/Laptops.
- ❖ Bios/Motherboard Repairing.
- ❖ Software Installation.
- ❖ Assembling / Disassembling Pc
- ❖ Installation and configurations of tower and rack mount servers.
- ❖ Troubleshoot routine network problems.
- ❖ Configuring and managing Network Switches, Routers, Wireless Routers, Cabling and All computer peripherals like printers, scanner, photocopier etc.

Additional Courses / Certification

- ❖ **Microsoft Office Certification (Jan-2012 to Jun-2012)** 6 Months.
- ❖ **Auto CAD (Computer Aided Designing) Certification (Jan-2014 to Feb-2014)** 2 Months.
- ❖ **Digital Literacy Certification Online (May-2020 to Aug-2020)** 4 Months.
- ❖ **Diploma in Information Technology Diploma (Feb-2019 to Feb 2020)** 1 Year.
- ❖ **Cyber Security Essentials (Cisco Networking Academy) Certification (Mar-2023 to Apr-2023)** 2 Months.
- ❖ Certificate of Recognition for Participation in (**Effective Use of HMIS**). 2 Days.
- ❖ **Covid-19 Pandemic Appreciation Certification Al-khidmat Hospital Peshawar. (Feb-2020 to Sep-2020)** 7 Months.
- ❖ **Covid-19 Pandemic Appreciation Certification Al-khidmat Blood Bank & Thalassemia Care Centre. (Feb-2020 to Sep-2020)** 7 Months.
- ❖ Certificate of Participation in “**World Mental Health**” **Al Khidmat Drug Rehabilitation Centre AK|DRC (Al Khidmat Hospital Peshawar).**
- ❖ Certificate of Participation to attend one Day Training Session on **Infection Prevention Control (IPC) on COVID-19, Polio & Other Vaccine preventable diseases** at **Al Khidmat Hospital Peshawar** Under support of **Public Health Association KP (UNICEF).**

Technical Skills

- ❖ Microsoft Office
- ❖ Computer Hardware / Software Patches / Updates
- ❖ Window 10 / 8 / 7
- ❖ Window Server 2008
- ❖ Window server 2012
- ❖ Remote Desktop Clients
- ❖ Network Troubleshooting
- ❖ Dlink TPLink Routers Configuration
- ❖ Network Access Control Policies
- ❖ Bandwidth control
- ❖ Access Control Router
- ❖ Mac Filtering

Communication Skills

I love presentations and believe in good listening.

I can communicate in Urdu, English, Hindko, Pashto and Punjabi.

Co-curricular Activities & Hobbies

- Computer, Travelling, Reading eBooks, blogs, threads and articles