Ahsan Hassan

S/O

Hassan Din

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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

I am a skilled and motivated professional with a strong background in Information Technology, Management Information System, Clerical, and administrative duties. Years of experience in these fields have given me strong interpersonal and communication skills, as well as a highly developed ability to manage multiple tasks at the same time. I am at ease working with a wide range of customers and always strive to provide the best possible customer experience. I have a track record of exceeding targets and providing excellent customer service. My enthusiasm and dedication to the task at hand make me a valuable member of any team.

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 troubleshoots problems with routine network traffic, servers, etc.
- ❖ Configuring and managing Network Switches, Routers, Wireless Routers, Cabling and
- ❖ All computer peripherals like printers, scanners, photocopiers, etc.
- ❖ Office 365 (Manage Administration) for Users
- ❖ Training for users about HMIS and Official Email uses
- ❖ Perform the installation and configuration of all the computer machines.
- ❖ Troubleshoot the hardware and software problems.
- ❖ 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 the cloud
- ❖ Daily Cloud & Offline Backup of Application & SQL.
- ❖ Fortinet Cloud Access for users and troubleshooting daily traffic problems.

⟹ **Worked in Al Khidmat Hospital Peshawar**

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

Office Assistant in Administration Office.

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

Working as a computer operator or office Clerk or administrative Assistant or Office Assistant in the Administration Office.

- ❖ Arrangement of meetings Daily activity report to the director.
- ❖ Preparing Staff salaries, Duty roasters, and Leave matters as per HR rules.
- ❖ New Staff Recruiting, Interview Schedule, etc.
- ❖ Personal Files: Updating, Explanation, Suspension, and Termination of Employees
- ❖ Monthly Report Create a proper filing system for all office correspondence.
- ❖ Type Letter for Internal/external correspondence 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 the database and maintain data storage and record keeping.
- ❖ Perform other organizational activities as assigned from time to time.
- ❖ Any other special work or duty assigned by the hospital director.

Working as an I.T. Coordinator in the 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 to 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 to both Servers and client machines.
- ❖ Solving Problems in Pc/Laptops.
- ❖ Bios/Motherboard Repairing.
- ❖ Software Installation.
- ❖ Assembling / Dissembling 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.
- ❖ **Introduction to Cyber Security (Cisco Networking Academy)** Certification (**Jul-2023 to Aug-2023**) 2 Months.
- ❖ **Technical Support Fundamentals** (**Google under Coursera**) (**June-2023 to Aug-2023**) 6 Weeks.
- ❖ Certificate of Participation in (**Performance Assessment Checklist**). At Alkhidmat Hospital Peshawar on **20th & 21st Feb 2023.**
- ❖ Certificate of Training (**ISO 9001:2015 Quality Management System)** On **15th September 2022.**
- ❖ Certificate of Participation Training Session on **Triage & Emergency Care** At Alkhidmat Hospital Nishterabad Peshawar on **23rd June 2023**.
- ❖ Certificate of Participation Training Session on **Safe Blood Transfusion** At Alkhidmat Hospital Nishterabad Peshawar on **15th June 2023**.
- ❖ Certificate of Participation Training Session on **Personal Protective Equipment Use** At Alkhidmat Hospital Nishterabad Peshawar on **13th May 2023**.

- ❖ Certificate of Participation Training Session on **Infection Control & Waste Management**
  At Alkhidmat Hospital Nishterabad Peshawar on **04th Apr 2023**.
- ❖ Certificate of Participation Training Session on **Email Training on Office 365**
  At Alkhidmat Hospital Nishterabad Peshawar on **25th February 2023**.
- ❖ Certificate of Recognition for Participation in (**Effective Use of HMIS**)
  On **11th & 12th Oct 2019**.
- ❖ **Covid-19** Pandemic Appreciation Certification **Al-khidmat Hospital Peshawar.**
  (Feb-2020 to Sep-2020)
- ❖ **Covid-19** Pandemic Appreciation Certification **Al-khidmat Blood Bank & Thalassemia Care Centre. (Feb-2020 to Sep-2020)**
- ❖ Certificate of Participation in **"World Mental Health" Al Khidmat Drug Rehabilitation Centre AK|DRC (Al Khidmat Hospital Peshawar).** On **27th Oct 2020.**
- ❖ 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)**. On **25th Feb 2021**.

Technical Skills

- ❖ Microsoft Office
- ❖ Computer Hardware / Software Patches / Updates
- ❖ Window 10 / 8 / 7
- ❖ Window Server 2008
- ❖ Window server 2012
- ❖ Remote Desktop Clients
- ❖ Network Troubleshooting
- ❖ D-Link 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