

AIZAZ SARFARAZ KHAN

CAREER OBJECTIVES

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



Experience

2020-2022

PAKISTAN TELECOMMUNICATION LIMITED

COMPUTER OPERATIONS

- Provides data by operating a computer.
- Determines sequence of operations by studying production schedule.
- Performs defined tasks per documented instructions/processes.
- Prepares equipment for operations by accessing software in computer.



2015-2016

MEDIA LINK PRINTERS & ADVITISERS

COMPUTER OPERATIONS

- Identifying and correcting file and system errors.
- Performing data processing operations according to a business production schedule.
- Performing backup procedures to reduce the risk of data loss.

March-October 2018

Zarposha Travels Peshawar

INCHARGE

- Meets with clients to determine travel needs, budgets and preferences.
- Sells and coordinates transportation, accommodations, insurance, tours and activities.
- Advises clients regarding destinations, cultures, customs, weather and activities.
- Collects payments, books travel arrangements and pays applicable fees.



Education

2013 - 2014

FAZAIA DEGREE COLLEGE PESHAWAR

Faculty of Science

2015 - 2016

FAZAIA DEGREE COLLEGE PESHAWAR

Faculty of Computer science

2016- 2020

THE UNIVERSITY OF AGRICULTURE PESHAWAR

Information Technology

Skills

Good communication
Digital Marketing tool
Lan & Wan configuration
Content Creation
Data management
MS Office

Contact

+923359773953

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M.E.S colony near dil jan plaza peshawar cantt

January 2023-Present
SS INSTITUTE OF SAFETY & HEALTH
PESHAWAR

SAFETY TEACHER

- Create Reports.
- Develop Strategies.
- Design Training Programs.
- Give Presentations.
- Recruit Crew Members.
- Perform Risk Assessments.

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LANGUAGES

- . ENGLISH
- .URDU
- .PASHTO

HOBBIES AND INTEREST

- FOOTBALL
- CRICKET
- READING
- INTERNET

COURSES	ISSUING BODY	REGISTRATION ID
NEBOSH IGC UK	NEBOSH UK	00783450/1390962
OSHA 30 HOURS	OSHA UK	215431-207-353-8bf43
HSE DIPLOMA	PESDC	83049
FIRE SAFETY	SS INSTITUTE PESHAWAR	Sr 00420
RISK ASSESSMENT	SS INSTITUTE PESHAWAR	Sr 00879
FIRST AID	OSHA ACADEMY USA	Sr 004013
OTHERS COURSE AND CERTIFICATIONS		CANDIDATE INFORMATION
Close circuit television		Haris institute Peshawar cantt Reg HIT/409/07-23
National Finance Literacy Program		Reg No. 719696546
Graphic And Logos Designing		Canva Designing App



NEBOSH
National
General
Certificate

