

AMJAD AHMAD KHAN

ABOUT ME

Overseeing all technology operations & evaluating them according to the established goals. Devising and establishing IT policies and systems to support the implementation of strategies set by upper management. Analyzing the business requirements of all departments to determine their technology needs.

CERTIFICATION

Agile with Atlassian Jira.

Software Testing and Automation Specialization Certificates.

Google Project Management: Professional Certificate. (In Process)

Fluent in Languages

English
Urdu
Pasho
Saraiki

SKILLS & QUALITIES

- Research & Analyses
- Critical Thinking & Problem Solving
- Leadership & Management
- Interpersonal Skills
- Cognitive Flexibility

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EXPERIENCE

Software Quality Assurance (Jan 2023 – Present)

Xtreme Software Services Pvt Ltd.

- Responsible for guaranteeing the quality of your products and services.
- Day-to-day work involves careful inspections and the enforcement of quality standards.
- Communicating with other team members to solve problems.
- Following up with the appropriate channels when mistakes are found.
- Training other quality assurance members on all inspection process

Admin Officer (Aug 2022 – Dec 2022)

Technologia IT Academy

- Defining working SOPs
- Computer Operator.
- Human Resource management

Tender Support Executive (Jan 2021 – July 2022)

Radiant Medical Pvt Ltd

- General Office Management
- Staff Dealing
- Controller of ERP Software
- Staff Management & coordination
- Soft Doc Management & Documentation Organizing

Internal Field Monitor

(Mar 2016 – Dec 2018)

Apex Consulting Pakistan

- Set milestones and allocate tasks to team members
- Community dealing & mobilization
- Dealing & coordination with internal stakeholders
- Reporting of the work done to internal management and third party like the United Nations & District
- Government management.

EDUCATION



Matriculation 2012

1st Division

Army Public School And College System

FSC 2014

1st Division

Government Degree College

Software Engineering 2020

1st Division

Comsats University Islamabad, Abbottabad Campus