



FAIZAN SHAH

Nationality: Pakistani **Date of birth:** 25 Apr 1996 **Gender:** Male

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ABOUT ME

With a Bachelor Degree in Computer Science and as Assistant Manager IT at the Cantonment Board, I am entrusted with a diverse and challenging portfolio, overseeing the IT Branch, managing CB Care (an innovative one-window operation for public services), and coordinating the Military Lands & Cantonments (ML&C) application within the Management Information System (MIS). My journey in this multifaceted role has been marked by a commitment to excellence, innovation, and a proactive approach to addressing the varied IT needs of the organization.

EDUCATION AND TRAINING

Bachelor of Science in Computer Science

Abbottabad University of Science and Technology [18 Feb 2015 – 25 Feb 2019]

City: Abbottabad

Country: Pakistan

Website: <https://aust.edu.pk/>

Field(s) of study: Computer Science

Final grade: 3.58 / 4.00

Thesis: Techmart (ASP .Net Web Based Project)

Diploma in Information Technology (DIT)

Leads Academy Abbottabad [1 Sep 2014 – 1 Jul 2015]

City: Abbottabad

Country: Pakistan

Field(s) of study: Information and Communication Technologies: *Computer use*

Final grade: 1099 / 1400

Higher Secondary School

Government Degree Collage No-1 Abbottabad [1 Sep 2012 – 1 Jul 2014]

City: Abbottabad

Country: Pakistan

Website: <https://gpgc-atd.edu.pk/>

Secondary School Certificate

F-G Boys Public High School Cantt Abbottabad [1 Mar 2010 – 1 Jul 2012]

City: Abbottabad

Country: Pakistan

Field(s) of study: Science

Final grade: 735 / 1050

WORK EXPERIENCE

Assistant Manager IT

CANTONMET BOARD ABBOTTABAD [15 Jul 2021 – Current]

City: Abbottabad

Country: Pakistan

Website: <http://www.cbabbottabad.gov.pk/>

Email address: cbaatd@gmail.com

Name of unit or department: Ministry of Defence ML&C - **Business or sector:** Public administration and defence; compulsory social security

DUTIES:

- Head of IT Branch, Cantt Board Abbottabad, responsible for managing all IT operations.
- Led the establishment of CB-Care, a one-window operation for public services.
- Managed CB-Care to ensure smooth and responsive public service delivery.
- Offered comprehensive IT support to the CEO for presentations and official correspondences & Board Meetings.
- Managed networking and ensured internet access for all Cantonment Board Abbottabad branches.
- Administered various aspects to maintain office decorum and uphold a professional environment within the organization for IT & CB care.

MIS SYSTEMS:

Revenue Module:

- Generated chalans, managed annual billing, and handled water, conservancy challans for the Revenue Module MIS.
- Updated data in the revenue module, ensuring accurate and timely information.
- Conducted GIS surveys for assessed and unassessed properties to enhance data accuracy.

Budgets and Accounts Module:

- Developed annual budgets for Cantonment Board Abbottabad, ensuring financial planning aligned with organizational goals.
- Updated daily receipts and expenditures in the accounts module, maintaining accurate and up-to-date financial records.

GIS Survey:

- Led a team to conduct GIS surveys for residential and commercial properties in Abbottabad Cantt.
- Mapped various points of interest on Google Maps and Earth for comprehensive spatial data.
- Utilized GIS apps to survey and document infrastructure details for effective mapping and analysis.

HR (Human Resource):

- Managed HR responsibilities, ensuring accurate data maintenance on the HR module.
- Implemented the functionality of an online attendance app and integrated it with the salary/payroll module.
- Enabled the functionality of the recruitment module in MIS for Cantonment Board Abbottabad.

Social Media:

- Managed social media for Cantonment Board Abbottabad, overseeing content creation and engagement strategies.
- Organized and conducted Open House events to facilitate community interaction and address public concerns.
- Maintained the Event module, ensuring timely and accurate updates for all occurrences within the organization.

EXTRA ACTIVITIES:

DIGITAL CENSUS 2023

- Led the first-ever Digital Census for Abbottabad Cantt in Pakistan, trained enumerators and supervisors.
- Acted as the focal person for the entire census operation, managing both pre-census preparations and post-census activities.

ELECTIONS 2021

- Served as the focal person for Cantonments elections in 2021, establishing an election cell for efficient management.
- Overseeing all election processes on the election day, directly reporting to and operating under the supervision of the Returning Officer.

HARDWARE & SOFTWARE SUPPORT:

- Offered full IT support to multiple branches, ensuring smooth operations.
- Addressed technical issues promptly to maintain seamless functioning.
- Collaborated on IT solutions to enhance overall efficiency, managing hardware, software, and networking for 24/7 availability.

Lecturer Computer Science

Army Public School FF Centre, 22010 Abbottabad [4 May 2020 – 15 Jul 2021]

City: Abbottabad

Country: Pakistan

Business or sector: Education

- Utilized innovative teaching methods to make Computer Science concepts engaging and enjoyable for senior section students.
- Balanced teaching responsibilities with office duties, providing effective support to the Section Head.
- Actively contributed to maintaining discipline within the school as a dedicated committee member.
- Managed technology infrastructure as the Computer In-Charge, ensuring smooth daily operations.
- Successfully implemented interactive learning techniques, resulting in increased student engagement and improved academic performance.
- Streamlined administrative tasks, optimizing the balance between teaching and office duties for enhanced efficiency.
- Received commendation for contributing to the maintenance of a disciplined and positive school environment.
- Conducted assessments and generated comprehensive reports to track student progress.
- Managed curriculum, ensuring alignment with educational standards and fostering a dynamic learning environment.
- Upheld exam integrity by implementing and monitoring rigorous examination procedures.

Lecturer Computer Science

F-G Boys Public High School Piffers, Abbottabad [1 Jun 2019 – 31 Dec 2019]

City: Abbottabad

Country: Pakistan

Business or sector: Education

- Instructed students in Computer Science, fostering a comprehensive understanding of the subject matter.
- Provided valuable assistance to the Vice Principal by handling various office tasks.
- Developed and managed tests and papers to assess student knowledge and progress.
- Prepared consolidated reports summarizing test and exam results for effective analysis.
- Played a key role in the examination process, ensuring smooth and organized procedures.
- Implemented innovative teaching methods that enhanced student comprehension and interest in Computer Science.
- Streamlined the assessment process, resulting in more efficient test creation and grading.
- Received appreciation for contributing to the smooth execution of exams, maintaining accuracy and integrity.

Office In-Charge

COLES Law College, Abbottabad [1 Mar 2019 – 30 Aug 2019]

City: Abbottabad

Country: Pakistan

Business or sector: Education

- Prepared and managed all files and documents.
- Wrote letters as needed.
- Maintained records of students, letters, fees, and results.
- Managed all lecture-related tasks.

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office

Microsoft Office / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

Programming

Matlab/Simulink / C, C++, C#

Networking

System and Networking / Network Maintenance and Troubleshooting / Classroom management Strategies / Student engagement / effective classroom management / Team-work oriented

RECOMMENDATIONS

Assistant Professor

Name: Dr. Muhammad Azhar

Phone number: (+92) 3449497407

Email: drazharmathaust@gmail.com

Assistant Professor at AUST Abbottabad University of Science and Technology, Abbottabad

Assistant Professor

Name: Dr. Nazar Khan

Phone number: (+92) 3145025920

Email: drnazarmaths@gmail.com

Assistant Professor at AUST Abbottabad University of Science and Technology, Abbottabad.