

USMAN KHAN

Email:

usman.khan199413@yahoo.com

Mobile: +92302-9300764



To obtain a challenging position in a dynamic organization so that I can effectively utilize and enhance my knowledge and capabilities with a chance for professional growth and utilized my professional capabilities for national and international development.

EDUCATIONAL HISTORY:

Degree/ Certificate	Institutions	Subjects
BSCS	Preston University, Peshawar (2014-2018)	Information Technology
		Networking Essentials
		Database Management
		Operating System
		Data Structure
	Computer Graphics	
HSSC	Board of Intermediate & Secondary Education, Peshawar (2012-2013)	Pre- Engineering
SSC	Board of Intermediate & Secondary Education, Peshawar (2011)	Physics
		Chemistry
		Biology

WORK EXPERIENCE:

AH Group of Companies

(DEC 2023-Till Date) Business Development Executive

- Conduct market research to identify opportunities and trends.
- Generate leads through networking and marketing efforts.
- Build and maintain client relationships for long-term partnerships.
- Establish strategic partnerships with industry stakeholders.
- Close deals through effective sales and negotiation tactics.
- Manage projects from inception to completion.
- Stay updated on industry regulations and market conditions.
- Analyze performance metrics to improve strategies.

MINISTRY OF NATIONAL FOODS SECURITY & RESEARCH, ISLAMABAD

(SEP 2022-June 2023) Supporting technical & non-technical Staff

- Monitoring Evaluation & Impact Evaluation (ME&IE) Consultants Under the project Water Conservation in Barani areas WCB AKP.
- Giving training to Field staff on Open Data Kit ODK mobile application at Lakki Marwat, Bannu & Swat Districts.
- Making Monthly monitoring reports MMRs and Baseline Reports monthly.
- Collecting minutes of the official meetings in Water farm management and Agriculture Engineering meetings.

SAYDON PHARMACEUTICAL IND PVT LTD

(2021-2022) ACCOUNT ASSISTANT

- Making MRN reports and manufacturing orders
- Maintaining ledgers of different banks accounts
- Collecting stocks data of different products in computers software

ZONG CMPAK, PAKISTAN

(2019) DATA COLLECTION OFFICER

- Examining technical faults of different field sites of ZONG towers.
- Resolving of technical faults

ELECTION COMMISSION OF PAKISTAN ECP

(2018) DATA ENTRY OPERATOR

- Entering details to the database at Women NIC/Voter registration campaign in ECP

ZONG (Hi-tech Network PVT LTD)

(2017) FIELD SITE ENGINEER

- Correction of technical parts PRT (Part return Ticket), Collecting of field sites reports
- Examining Data of cluster owners.

COMPUTER SKILLS:

- Skilled in website troubleshooting
- Hardware troubleshooting
- Network support & System administration

PROFESSIONAL SKILLS:

- Initiative, hardworking, self-motivated, goal & task oriented, capable to work under pressure
- Work independently as a part of a team in a fast paced changing environment. Assist in promoting the objectives of the organization.
- Having the ability to learn, adapt to work in hard conditions.
- Effective communication and negotiation skills.
- Focused on work & duty punctual.

COMMUNICATION SKILLS:

- Well versed in conveying observations/thoughts on the subject matter & rigorous follow-up until their solution

EXTRA CURRICULLAM ACTIVITIES:

- Engagement in different forms of social activities for the beneficial of humanity

REFERENCES

Dr. Fazli Hakim Khattak

National Consultant, National AIDS Spending Assessment (NASA),
UNAIDS-Pakistan
Tel. +92-300-5157966
Khattakfh20@hotmail.com

Dr. Sheeraz Ahmad

Asst Professor
Preston University, Peshawar
Tel. +92-301-8909730
sheerazahmed306@gmail.com