# OBJECTIVES

I am seeking a challenging career that utilizes my skills and abilities and provides an opportunity to work in a professional environment. I solemnly believe in hard work and devotion and hence, offer my services to the best of my capabilities.

# PERSONAL INFORMATION

Name: **KHALID KHAN**

Date of Birth: 07/04/1995

Contact No: 00923131313256

Passport No. YZ4142421

Address: Peshawar Pakistan.

Email: [Khalid.khanmohmand1@gmail.com](mailto:Khalid.khanmohmand1@gmail.com)

# COMPUTER COURSE

* Ms Office (Ms Word, Ms Excel, PowerPoint & Ms Access).
* Graphic Designing (Adobe Illustrator, Adobe Photoshop, In page, Corel Draw).
* Video Editing move maxing (Adobe Primer pro, Kine Master) .
* Operating System & Hardware, CCTV(Eagle Eye Networks, Verkada)
* Typing Speed and Content Moderation ( 50wpm in English, Urdu , Arabic and Pashto)
* Social Media Expert

# Employment Record

| S.No | **Organization/ Employer Name** | **Job Title** | **Jobs Duration** | |
| --- | --- | --- | --- | --- |
| **From** | **To** |
|  | Frontier College of IT Charsadda | Data Entry | July/2015 | July/2016 |
|  | Daily Intibah Peshawar Pakistan | Graphic Designer | August/2016 | August/2017 |
|  | Muhammad Teaching Hospital PK | Computer Operator | September/2016 | October/2017 |
|  | Daily Wahdat Peshawar Pakistan | Sub Editor | November/2016 | November/2018 |
|  | Daily Shahbaz Peshawar Pakistan | Data entry clerk | August/2019 | March/2023 |
|  | ANP Peshawar Office | Telephone operator | February /2018 | Until now |

# EDUCATION PROFILE

| Degree / Certificate | University/Board | Session | Percentage | Marks |
| --- | --- | --- | --- | --- |
| Master of Arts | BKU Charsadda Pakistan | 2017 | 56 | 619/1100 |
| Diploma in Information Technology | Board of Technical Education Peshawar Pakistan | 2016 | 76.5 | 1071/1400 |
| Bachelor of Arts | BKU Charsadda Pakistan | 2014 | 52 | 286/550 |
| F.A | BISE Peshawar Pakistan | 2012 | 52.9 | 582/1100 |
| S.S.C | BISE Peshawar Pakistan | 2010 | 57.6 | 605/1050 |