# Qazi Talha

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## Career Profile

Dedicated professional with a Bachelor's degree in Computer Science and experience in data analysis, program monitoring, and IT solutions implementation. Proficient in developing and managing effective data collection and evaluation tools, with a strong background in managing IT infrastructures and training teams to enhance performance. Keen on applying analytical and technical skills to drive meaningful insights and improvements in program operations.

## EDUCATION

**Bachelor of Science (Honours)-Computer Science**            OCT 2020 - OCT 2024

Kohat University of Science and Technology, Public University in Kohat, Pakistan

CGPA: 2.93/4.0

**Intermediate Pre-Engineering (Maths, Physics)**            March 2018 - June 2020

Govt. Post Graduate College, Kohat

Education Grade: A

**Secondary Education**

Iqra Public School and college, Kohat            March 2016 – June 2018

Education Garde: A+

## WORK EXPERIENCE

**Munawir Publisher, Lahore – Sales Promotion Officer, IT Expert & Trainer (January 2023 - Present)**

- Developed and coordinated reporting schedules to ensure timely and accurate data collection and report generation.
- Designed and implemented IT solutions to enhance data analysis and reporting accuracy, directly supporting program objectives
- Trained employees on advanced data handling and analysis techniques to drive continuous improvement of operational strategies.

**Touched Stone Communication, Islamabad – Call Monitoring Unit Agent (July 2022 – November 2022)**

- Monitored and analyzed call data to ensure quality control and optimize customer service processes, supporting monitoring and evaluation objectives.
- Contributed to the development of best practices documentation by providing detailed analysis and insights from call data.

## SKILLS / CORE COMPETENCIES

- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Data collection and analysis
- Report writing and document management
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills

- Proficient in Python, Java, HTML, CSS, JavaScript.

**Smart Home Automation System: An IoT and Arduino-Based Approach**

Utilized IoT and Arduino technologies for data collection and automation tasks, emphasizing the creation of efficient data reporting mechanisms.

**Other Projects**

**Web Development and Interior Decor Projects**

- Engaged in web development projects, focusing on creating responsive and user-friendly websites.
- Worked on interior decor projects, combining design aesthetics with functional space utilization.

**Workshops Attended**

- AI Development: Explored how AI can enhance data analysis and reporting, particularly in monitoring and evaluation contexts.
- SNC (Single National Curriculum) and SLO (Student Learning Objectives): Gained insights into educational reforms and student learning strategies.
- Import and Export Using AI: Discussed the role of AI in preventing illegal imports and exports, particularly in the chemical industry.

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**LANGUAGES**

Urdu (Native)
English (Professional)

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**ACHIEVEMENTS / HONOURS**

- Best Presenter in Final Year Project mid-defense held at Kohat University, Pakistan.
- Best Trainer Award at Munawar Publisher for the year 2024.
- Winner at academic quizzes and programs.
- Best Organizer of different sessions at Kohat University, Pakistan.
- Prime Minister Merit Laptop Award.

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**CERTIFICATION**

**CompTIA Cloud + Basic Training Course**

Gained foundational knowledge in cloud computing, covering essential concepts such as cloud architecture, deployment models, and basic cloud services. The course provided practical insights into cloud security, virtualization, and data management, preparing for more advanced cloud computing roles.

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# References

Dr Muhammad Muneer Umar
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Institute of Computing
Kohat University of Science and Technology, KPK Pakistan
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Dr Muhammad Zubair
Researcher
Research Centre for Greenhouse Gas Innovation (RCGI)
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