



CONTACT

- ☎ 0580696877
- ✉ rahmatullahbj112233@gmail.com
- 📍 Al Khobar Dammam Saudi Arabia
- 🕒 Iqama Status. Transferable

SKILLS

- 🕒 Ms word
- 🕒 Ms Excel
- 🕒 Ms Power point
- 🕒 Data Entry
- 🕒 Data analysis
- 🕒 Document formatting

LANGUAGES

- 🕒 English (Basics)
- 🕒 URDU (Basics)
- 🕒 Pashto (Basics)

EDUCATION

- 🕒 **2022- 2023**
 - GOVERNMENT COLLEGE OF MANAGEMENT SCIENCE KHAR BAJAUR – BAJAUR, PAKISTAN
 - Diploma of Information Technology
- 🕒 **2019- 2023**
 - UNIVERSITY OF MALAKAND – MALAKAND,
 - Bs Botany

RAHMAT ULLAH

INFORMATION TECHNOLOGY

PERSONAL PROFILE

Experienced and detail-oriented Data Entry Clerk with over 2 years of expertise in managing and processing data accurately and efficiently. Skilled in MS Office, data organisation, document handling, and maintaining data confidentiality. Proven ability to support smooth business operations and meet tight deadlines. A dependable team player with strong communication and problem-solving skills, committed to delivering high-quality administrative support.

WORK EXPERIENCE

DATA ENTRY CLERK | 2023- 2024

Institute of professional studies – Bajaur

- Utilised advanced software tools to expedite data entry processes.
- Optimised database management to streamline business operations.
- Maintained strict compliance with regulatory requirements regarding personal customer information protection.
- Streamlined record keeping, ensuring easy retrieval of vital information when required.
- Maintained accurate data entry by diligently inputting information from various sources.
- Executed daily clerical tasks such as photocopying, scanning, faxing documents for smooth business operations.
- Facilitated improved business decision making through generation of quality reports based on collected data.

COMPUTER OPERATOR | 2022-2023

Dar-e-Arqam model school – Bajaur

- Coordinated with other IT professionals in planning system upgrades or introducing new technologies.
- Resolved technical issues swiftly to minimise disruption to daily operations.
- Met strict deadlines whilst managing multiple tasks simultaneously under high-pressure conditions.
- Implemented new software solutions for increased work efficiency.
- Increased system efficiency by conducting regular computer hardware and software maintenance.
- Provided customer support remotely or onsite as required, solving technical queries efficiently.
- Ensured data protection with regular data backup and recovery procedures.

17372

S. No. _____

Roll No 191708



Khyber Pakhtunkhwa Board of Technical & Commerce Education
Peshawar Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY

Session 2nd Term 2023

This is to certify that

Mr./Miss. RAHMAT ULLAH

Son/Daughter of GHAFFAR ALLI

Registration No. GCMS/KHR/DITR/1st-22/M-6364

GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES KHAR BAJAUR

has satisfactorily completed the one year duration Information Technology course titled " Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical and Commerce Education, Peshawar, in the month of August 2023

He/She secured 1030 Marks out of 1400 and has been placed in

Grade A

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 3rd day of September 2024

ASSISTANT SECRETARY

SECRETARY

This Diploma is issued without any alteration or eraser

Printed by Riaz

S.No.MBC/132175

Roll No: 191564

Board of Intermediate & Secondary Education Malakand



Khyber Pakhtunkhwa - Pakistan
SECONDARY SCHOOL CERTIFICATE EXAMINATION

Session 2017 (Annual)

Enrol:/ID No. 10-B/NPSKB-2015

Group Science

This is to certify that RAHMAT ULLAH
Son of GHAFFAR ALI appeared as
Regular Student of Nemra Public School Khar, Bajaur Agency

He has passed the Secondary School Certificate Examination of the Board of Intermediate and Secondary Education, Malakand held in March, 2017 as a Regular Candidate.

He obtained 726 Marks out of 1100 and has been placed in Grade B Representing Very good.
The Examination was taken as a whole. The candidate passed in the following subjects.

- | | | | | |
|------------|-----------------|------------|----------------|-----------------|
| 1. English | 2. Islamyat (C) | 3. Urdu | 4. Mathematics | 5. Pak. Studies |
| 6. Physics | 7. Chemistry | 8. Biology | | |

Date of birth according to admission form is: Fifteenth January Two Thousand One (15 : 01 : 2001)

Printed on: 29 OCT 2017

[Signature]
Asstt. Secretary

[Signature]
Secretary

This certificate is issued without alteration or erasure.

S.No. 1163517

Roll No. 103825

Marks Improved



Board of Intermediate & Secondary Education Malakand

**Higher Pakhtunkhwa - Pakistan
INTERMEDIATE EXAMINATION**

Session 2022 (Annual-II)

Pre-Medical Group



Reg: No: 478-B/GCKH-M-2017

This is to certify that

RAHMAT ULLAH

GHAFAR ALI

appeared as

Ex-Student of Govt. Post Graduate College Khar, Bajaur

She has passed the Higher Secondary School Certificate Examination of the Board of Intermediate and Secondary Education, Malakand held in December, 2022 as a Private Candidate. She obtained 801 Marks out of 1100 and has been placed in Grade A Representing Excellent.

Printed on: 06 APR 2023

Asstt. Secretary

This certificate is issued without alteration or erasure.

Secretary

UNIVERSITY OF MALAKAND
PAKISTAN

Serial No. 075282



Session 2019-2023

RAHMAT ULLAH Son of GHAFAR ALI Registration No. 1931027 Student of GOVT POST
Graduate College Khar Bajaur Agency having met all the requirements under the semester system is
admitted to the degree of

B.S (4-Year)

in

Botany

with CGPA 3.24 out of 4.0

Controller of Examinations

A handwritten signature in black ink, likely belonging to the Controller of Examinations.

Result Declared on 31-Oct-2023
Issuance Date 01-Apr-2024

Countersigned

A handwritten signature in black ink, likely belonging to the Vice Chancellor.

Vice Chancellor