

MUHAMMAD AAMIR KHAN

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Khyber Pakhtunkhwa, Pakistan

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OBJECTIVE

An accomplished professional with extensive expertise in business development, business support, and strategic planning of Software Management. Proven track record as a visionary with awareness of multiple industry domains to facilitate development and implementation of software development strategies targeting market and customer growth. Proficient at full business-unit management with a reputation for leading teams towards peak performance. Seeking a challenging position to drive realization of business targets with adept management of organizational diversity while maintaining a firm focus on assured Bottomline gains and distinguished company performance.

**PROFESSIONAL EXPERIENCE 09-17 To Date REHMAN MEDICAL INSTITUTE
PESHAWAR RU OFFICER (Coordinator QEC, ORIC & DATA ANALYST)**

1. **Coordinator Quality Enhancement Cell (QEC):**
 - Assist in preparing Self-Assessment Reports (SARs) for academic programs.
 - Coordinate audit visits by accreditation bodies.
 - Support strategic initiatives related to quality enhancement.
2. **Office of Research and Innovation Centre (ORIC):**
 - Facilitate research activities within the institution.
 - Promote collaboration between faculty, students, and external partners.
 - Manage research grants and funding opportunities.
3. **Data Analyst:** • Collect, analyse, and interpret data related to various aspects of the institution.
 - Generate reports and insights to inform decision-making.
 - Collaborate with stakeholders to improve data-driven processes.

**02-16 To 06-17 URAL FEDERAL UNIVERSITY, YEKATERINBURG, RUSSIA JUNIOR
RESEARCHER**

- Modelled the University Mission through dedicated job performance, service excellence, and collaboration.
- Prepared, manipulated, and managed extensive databases.
- Facilitated gathering of materials and data for various projects and reports.
- Assisted in the preparation of project-related reports, manuscripts, and presentations.
- Obtained informed consent of research subjects and performed qualitative/quantitative analyses.
- Verified accuracy and validity of data entered in databases, corrected errors.
- Prepared tables, graphs, fact sheets, and written reports summarizing research results.
- Edited and submitted protocols and other required research documentation.
- Developed and implemented research quality control procedures.
- Conducted comprehensive literature and web searches on requested topical areas.
- Performed other job-related duties as assigned.

**08-2010 To 11-2015 & 09-2017 To 02-2020 REHMAN MEDICAL INSTITUTE PESHAWAR
MEDICAL TRANSCRIPTIONIST**

- Listened to recorded dictation of doctors and transcribed diagnostic test results, operative reports, referral letters, etc.
- Translated medical abbreviations and jargon into appropriate long form.
- Identified inconsistencies, errors, and missing information within reports.
- Followed up with healthcare providers to ensure accuracy of reports.
- Ensured compliance with patient confidentiality guidelines and legal documentation requirements.
- Entered medical reports into electronic health records systems.

**06-2012 To 10-2013 CECOS UNIVERSITY OF ENG. AND EMG. SCIENCES PESHAWAR
ASSISTANT NETWORK ADMINISTRATOR / COMPUTER LAB ASSISTANT**

- Provided technical support, training, and assistance to students, faculty, and staff in a computer lab environment.
- Analysed and solved problems in accordance with department guidelines and procedures.
- Performed computer troubleshooting to diagnose system problems.
- Monitored domain environment, resolved configuration/connectivity issues, and checked network for efficiency.
- Maintained and updated workstations, servers, equipment, and peripherals.
- Enrolled students, faculty, and staff in tutorial applications and domain services.
- Responded to user needs and inquiries, explained IT issues, and deployed solutions.
 - Monitored physical security of department assets and reported technical problems for improvement.

**08-08 to 12-09 INFOTEX SOFTWARE HOUSE & COMPUTER EDUCATION ISLAMABAD
SYSTEM ADMINISTRATOR**

- User administration, system maintenance, and verification of peripherals.
- Arranged repairs for hardware failures and monitored system performance.
- Created file systems, installed software, and implemented backup and recovery policies.
- Monitored network communication, updated systems, and implemented security policies.
- Maintained documentation in the form of an internal wiki and managed password/identity systems.

**01-08-07 to 31-07-08 ADMIN. DEPARTMENT CIVIL SECRETARIATE PESHAWAR, KPK
INTERNEE**

- Assisted with coordination and execution of tasks such as report and memo writing, legislative and regulatory research.

**01-12--05 to 02-08-10 EGS (PRIVATE) LIMITED Peshawar, KPK ASSISTANT SERVICE
ENGINEER**

- Monitored service activities, assisted clients with IT-related problems.
- Coordinated and provided support services to clients.
- Visited clients, provided training to service support staff.
- Provided IT services to various departments and organizations.

01-01-99 to 31-12-06 UNIVERSAL LASER SYSTEM Peshawar, MANAGER ADMIN AND OPERATION

- Determined staffing requirements, hired, and trained new staff.
- Supervised direct reporting staff, applied strategic planning for department objectives.
- Set employee goals and objectives, developed staff to maximize potential.
- Monitored and evaluated staff performance, delegated work duties to attain objectives.
- Allocated use of available resources and monitored work progress.
- Evaluated current business processes and systems.

EDUCATION 09-15 to 06-17 Graduate School of Economics & Management, Ural federal university Yekaterinburg, Russia

- M.Sc. IT Innovations in Business with Research Work on Security Audit of the Cloud System having 4.58 GPA.

2002–2006 Allama Iqbal Open University, Islamabad, Pakistan

- B.S. (Information Technology) 1st Division Equivalent to M.SC.

2000-2001 Board of Intermediate & Secondary Education Peshawar, KPK

- F.Sc. Computer Science

1997-1999 Board Of Intermediate & Secondary Education Peshawar, KPK

- S.SC. Pre-Medical

PROFESSIONAL CERTIFICATION

- Juniper Network Certified Internet Associate, ER (JNCIA-ER) JN0-342.
- EMC Academic Associate, Cloud Infrastructure and Services.
- Data Analytics Essentials, Cisco Networking
- Introduction to Modern AI, Cisco Networking
- Introduction to Data Science, Cisco Networking
- Introduction to Data Science, Cisco Networking

ADDITIONAL QUALIFICATIONS

- Office Automation coaching classes from Capital Institute of Information Technology, Peshawar, Pakistan.
- MCSE Coaching classes at Capital Institute of Information Technology.
- CCNA Coaching Classes at Lamar Degree College, Peshawar.
- Linux System Administration at Khyber College of Commerce & Management, Peshawar.
- Linux End User Course at FIST Peshawar.

COMPUTER SKILLS

Networking; Windows NT Server 4; Windows 2000 Server; Windows Server 2003; Exchange Server 5.5; Exchange Server 2000; Exchange Server 2003; Windows 2000 Professional; Windows XP Professional; Windows NT Workstation; Windows 9x; Network Design & Installation; Hardware Installation; Configuration; troubleshooting; Microsoft operating systems and repair; Database Creation & Administrations using Oracle, ISA Server, Exchange server, SharePoint, CCNA devices, JUNIPER J & M series routers, cloud computing infrastructure and services.

CONFERENCE

- Three Days' Future-Proofing Quality Assurance in High Education PNQAHE 4th INTERNATIONAL CONFERENCE Hosted by PNQAHE at Jinnah Convention Center Islamabad Pakistan
Dated: March 3rd - 5th, 2024,

WORKSHOPS

- Constructive Alignment in Teaching, Learning & Assessment by Dr. Bassam Al Hamad from Bahrain at Jinnah Convention Center, Islamabad Room # 3
Dated: 03rd March 2024 from 09:00 – 11:30 am
- Considering Generative AI in Higher Education Policy, Learning & Teaching and Student Experience by Ms. Emilia Todorova, University of Gibraltar (Britain) at Jinnah Convention Centre, Islamabad Room # 3
Dated: 03rd March 2024 from 12:00 pm – 02:30 am
- Three Days' Workshop on Self-Assessment Report Writing for Program Team Members of KMU Affiliated Medical / Dental Colleges / Nursing & Health Institutes
Dated: 13th – 15th March 2023
- Future Of Computing by Prof. Bernard Goosens, The University of Perpignan Via Domitia (France)
Dated: 21 - April – 2017
- Multi Thread Programming by Prof. Bernard Goosens, The University of Perpignan Via Domitia (France)
Dated: 17 to 19 - April – 2017

SEMINARS

- Laboratory For International and Regional Economics, On Methodological Research Seminar on Applied Economics for Students, Postgraduate Students and Young Researchers
Dated: 14 To 16 – Feb.- 2017
- The Ural Branch of Russian Academy of Sciences at Regional Economics
Dated: 20 To 21 – April – 2017

CONFERENCE PAPERS:

- **A REVIEW OF FRAUD DETECTION TECHNIQUES CREDIT CARD**
Presented on 22nd April 2017 Publication in progress
- **THREATS, SECURITY AND PRIVACY OF CLOUD COMPUTING**
Presented on 19 Nov. 2016
Russian Regions in the Focus of Changes, at the session of "Models, Methods, Algorithms and Programming Tools in Economics and Management of Natural Resources".

PUBLICATIONS • SECURITY AND PRIVACY ISSUES IN CLOUD COMPUTING

Authors: Muhammad Aamir Khan, Hossain Ismail, Maxim Medvedev
Published in "Models, Methods, Algorithms and Programming Tools in Economics and Management of Natural Resources," XI International Conference "Russian Regions in the Focus of Changes"

Date: 22nd April 2017

Russian Citation: МОДЕЛИ, МЕТОДЫ, АЛГОРИТМЫ И ПРОГРАММНЫЕ СРЕДСТВА В
ЭКОНОМИКЕ И ПРИРОДОПОЛЬЗОВАНИИ, С 457-476

<http://hdl.handle.net/10995/48249>

LANGUAGES

English, Urdu, and Pashto

PERSONAL

Date of Birth: 04 July 1983 Nationality: Pakistani

Domicile: Bannu, N.W.F.P.

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REFERENCES

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