



WAQAS AHMAD

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ABOUT ME

To pursue a challenging and growth-oriented career in a reputable organization that provides opportunities for continuous professional development, recognition, and advancement. I seek to work in a dynamic and demanding environment where I can effectively utilize my skills, knowledge, and experience to contribute positively to team performance and organizational success. My objective is to grow as a dedicated professional while playing an active role in achieving the organization's goals and long-term growth.

WORK EXPERIENCE

– Mardan, Pakistan

ASSISTANT DIRECTOR HR

[05/05/2025 – Current]

- Assist in developing and implementing HR policies and procedures.
- Support recruitment and selection processes, including job postings, interviews, and onboarding.
- Manage employee records and maintain HR databases accurately.
- Coordinate employee performance management and appraisal processes.
- Handle employee relations matters and provide guidance on HR policies.

– Pakistan

ASSISTANT DIRECTOR IT

[01/05/2024 – 01/04/2025]

- Manage data backup, disaster recovery, and cybersecurity measures.
- Coordinate with vendors and service providers for IT equipment and services.
- Support the development and implementation of new technology solutions.
- Prepare IT reports, documentation, and system performance records.
- Ensure compliance with organizational and regulatory IT requirements.

– Pakistan

IT OFFICER

[23/12/2023 – 06/03/2024]

- Coordinate with vendors and service providers for IT-related procurement and repairs.
- Ensure network security and protect systems from cyber threats and unauthorized access.
- Support office staff in the use of computer systems and provide basic IT training when required.
- Assist in the implementation of new IT systems, software, and technology solutions.
- Monitor internet connectivity, servers, and network performance regularly.

– Pakistan



DATABASE ADMINISTRATOR

[08/12/2019 – 08/06/2023]

- *Ensure data integrity, accuracy, and confidentiality within the database systems.*
- *Implement database security measures to protect against unauthorized access and cyber threats.*
- *Develop and maintain database documentation, policies, and operational procedures.*
- *Coordinate with developers and IT teams for database design, implementation, and maintenance.*
- *Perform data migration, import/export, and database replication tasks when needed.*

 – Pakistan

ASSISTANT DIRECTOR IT

[01/01/2019 – 01/12/2019]

- *Prepare IT reports, system documentation, and technical records for management review.*
- *Assist in budgeting and planning for IT infrastructure upgrades and technology improvements.*
- *Support implementation of new software systems, digital solutions, and IT projects.*
- *Ensure compliance with organizational IT policies, cybersecurity standards, and regulatory requirements.*
- *Provide technical assistance and IT-related training to staff when required.*

EDUCATION AND TRAINING

BACHELORS IN COMPUTER SCIENCE

University Of Engineering and Technology Peshawar Kpk [07/09/2014 – 27/08/2019]

City: Peshawar | Country: Pakistan | Website: <https://www.uetpeshawar.edu.pk/>

FCS COMPUTER SCIENCE

Isalamia College Peshwar [07/09/2011 – 01/07/2013]

City: Peshawar | Country: Pakistan | Website: <https://www.icp.edu.pk/>

MARTIC/ SSC SCHOOLING

The Mardan Model School And College Mardan/Bise Mardan Board [03/03/2009 – 01/08/2011]

City: Mardan | Country: Pakistan | Website: <https://web.bisemdn.edu.pk/>

LANGUAGE SKILLS

Mother tongue(s): PUSHTO | URDU

Other language(s): ENGLISH

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Access) / Database Management / IT Infrastructure Management / Cybersecurity Basics / Social Media Tools / LMS & Microsoft Teams