KASHAN ANIS

Date of Birth:	September,12 1998
CNIC No:	42201-3044844-1
Father's Name:	Muhammad Anis
Marital Status	Single
Address:	Flat G-7, Uk apaetment phase 2, Block 14,
	Karachi, Pakistan
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OVERVIEW

- Success and goal oriented with entrepreneurial spirit
- Creative, flexible, calculative and analytical approach to work

EXPERIENCE

DHORAJI ASSOCIATION KARACHI | I.T. Admin | September 2018 to Date |

COMPANY OVERVIEW:

- Dhoraji Association is a community based social, charitable and relief giving institution. It was established in 1951 and registered under the societies Registration Act 1860 and later under the voluntary Social and welfare Agencies (Registration & Control) Ordinance XI, VI of 1961. Dhoraji Association is parent body of Dhoraji Community and serving its members in all walks of life and providing assistance in education, health and other sectors.

KEY RESPONSIBILITIES:

- Working as I.T. Admin, providing I.T. services to Software development Institution students set up by Dhoraji Association.
- Installation and maintenance of windows, web development & graphic designing softwares.
- Maintain computerized record of students, courses, fees and scholarships.
- Prepare statements on MS EXCEL.

AGHA KHAN UNIVERSITY HOSPITAL | Intern (IT & HR) | June 2017 to August 2017 |

COMPANY OVERVIEW:

- The Aga Khan University Hospital (AKUH) Karachi, established in 1985, is the primary teaching site of the Aga Khan University's (AKU) Faculty of Health Sciences. Founded by the Aga Khan, the hospital provides a broad range of secondary and tertiary care, including diagnosis of disease

KEY RESPONSIBILITIES:

- Managed Databases of Agha khan International patients and employees
- Managed proper filing system of employees and patients forms by arranging them by city wise and area wise.
- Team lead in Agha khan university hospital's annual 14th August Event.

EDUCATION

- Under Graduate Program – Bachelor of Computer Science | Dha Suffa University , Karachi | Pakistan
- High School Certificate - Intermediate (Pre-Engineering) | Govt. college Gulshan , Karachi | Pakistan
- Secondary School Certificate (Computer Science) | Seedling Public School, Karachi |Pakistan

SKILLS

- Basic HTML , Android Studio , Computer Languages (java , c++ , Java script) , logical programming/problem solving , Debugging , Git , Freelancer
- Good command in MS Office Package includes MS Word, MS Excel, MS PowerPoint, Internet etc.

ACHIEVEMENTS

- Made a Hologram which was approved by H.O.D of Dha suffa University's CS Department.
- Runner up Speed programming
- Best Volunteer in DSU Sport's Fest and Spectrum 2017

REFERENCES

- Will be furnished on request.