Moiz Ahmed Khan

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Address: villa no 498, precinct 8, Bahria town Karachi.

## **PROFESSIONAL SUMMARY:**

## A highly motivated and detail-oriented IT professional with expertise in software troubleshooting, programming, and database management. Experienced in teaching IT concepts and managing financial documentation. Currently seeking a suitable position at your esteemed organization, leveraging my technical skills for on-site or hybrid collaboration.

## **EDUCATION:**

**Aptech Learning Centre Garden, Karachi.**

ADSE (Advance Diploma in Software Engineering). **From** (2021 – 2024).

St. Patrick’s College, Karachi.

Higher Secondary Certificate in Pre-Engineering. **From** (2018 – 2020).

**Bahria Model School, Karachi.**

Secondary School Certificate in Computer Science. **From** (2015 - 2017).

## **TECHNICAL SKILLS:**

* **Programming Languages**: Proficient in Python and Database Management e.g. MySQL and SSMS.
* **Software & IT Support**: Skilled in diagnosing and troubleshooting hardware/software issues.
* **Microsoft Office Suite**: Advanced proficiency in Excel, Word, and PowerPoint.
* **Instruction & Training**: Experience teaching IT concepts at Aptech Learning Centre.
* **Team Collaboration**: Strong ability to work within teams to solve technical challenges.
* **Financial Management**: Experienced in overseeing financial documentation and bookkeeping.

## **PROFESSIONAL EXPERIENCE:**

**IT Support Specialist | A.A.U.M Enterprises (2023 - 2024)**:

* Diagnosed and resolved complex hardware and software issues, ensuring system efficiency.
* Assisted in maintaining IT infrastructure, ensuring security and smooth operations.
* Collaborated with teams for data integrity and system updates**.**

**IT Instructor | Aptech (During Studies, 2022 - 2024):**

* Conducted practical training sessions in software engineering and troubleshooting.
* Simplified complex programming and database concepts for students.