ABDUL RAHMAN KHAN

IT Engineer / www.khanabdul.site

OBJECTIVE

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

CONTACT

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ABOUT ME

🇮🇳 INDIAN National

📅 30th August,1995

English - Fluent
Urdu - Native
Arabic - Basic

HOBBIES

Coding
Reading
Learning new technologies

EXPERIENCE

System Administration / Computer Teacher
2017 - Present
Middle East International School, Riyadh

- Instructed and mentored a diverse group of students, from various social backgrounds.
- Implemented the **IGCSE** curriculum to ensure a comprehensive and globally recognized educational experience.
- Proficiently designed and created a wide array of **posters** and **certificates** for various school events.
- Assumed a pivotal role in the **examination** process by overseeing and coordinating all aspects, including the printing of examination papers, ensuring accuracy and adherence to established standards.
- Demonstrated a high level of proficiency in creating **professional documents** tailored to the specific needs of the school, showcasing advanced skills in document preparation and formatting to meet institutional standards.
- Installed, configured, and documented new **computer systems**, ensuring seamless integration with educational objectives.
- Assumed responsibility for identifying and **resolving system issues**, employing effective troubleshooting techniques to maintain optimal functionality.
- Oversaw the installation of **software** and the maintenance of the **network**, aligning technology infrastructure with educational requirements.
- Administered the school's internal software (**Pioneer**), ensuring efficient and secure functionality.
- Managed the complete oversight and administration of the online **Classera system**, facilitating a smooth virtual learning environment.
- Spearheaded the development of an online platform (**meis.netlify.app**) for various electronic services within the school, enhancing accessibility and efficiency.
- Designed and implemented an online system (**ataafees.netlify.app**) for the calculation of student fees.

EDUCATION

Bachelor of Engineering in Information Technology
Theem College of Engineering – Mumbai, India (2017)
(Graduated with First Class ranking **GPA: 7.14**)

Higher Secondary Education (Science Major)
Gyan Kendra Jr College – Mumbai, India (2013)

High School
International Indian School – Riyadh, Saudi Arabia (2011)

SKILLS

- Implements technology in education, integrating digital tools for an enhanced learning experience.
- Experienced in basic computer networking and system troubleshooting.
- Proficient in **Graphics Design**, encompassing a range of design principles and tools.
- Utilizes the **Office 365 Suite** for seamless productivity and collaborative work environments.
- Possesses **Touch Typing** proficiency for rapid and accurate data entry.
- Demonstrates foundational knowledge in **HTML/CSS** for web content creation.
- Familiar with **JavaScript Language** for interactive web elements.
- Engages in basic **Web Development**, contributing to the creation of functional websites.

CERTIFICATES

- Completed a comprehensive **JavaScript course**, gaining proficiency in fundamental and advanced concepts.
- Published a paper in **applied science and engineering**, contributing valuable insights to the academic community.
- Received the **Best Employee Award** twice, showcasing outstanding performance and dedication.
- Provided technical support in **KGL-Saudi Arabia**, demonstrating strong problem-solving skills.
- Recognized with a **Regular Attendance Certificate** for consistent and punctual attendance, reflecting a commitment to professionalism.
- Successfully completed the **Classera Admin Course**, showcasing proficiency in administrative tasks related to the educational platform.
- Attained the **TechnoKids Saudi Arabia** Digital Education Certificate,
- Possess a strong foundation in **STEM** learning and teaching, integrating science, technology, engineering, and mathematics principles into educational practices.