

Humira Khan – Resume

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Location: Village Aligrama Tehsil Kabal, District Swat KPK Pakistan

Professional Summary

Detail-oriented IT and administrative professional with 3+ years of experience in education management, data handling, and system coordination. Skilled in IT support, MS Office, and digital systems. Currently completing DIT with strong academic performance. Seeking IT Manager role at GHRC.

Key Skills

- IT Systems Management
- Data Management
- MS Office (Excel, Word, PowerPoint)
- Basic Web Development
- Database Handling
- Problem Solving
- Team Coordination

Professional Experience

Teacher, Accountant & Examiner (Computer Operator)– Academy of Excellence School 7 College (2023–Present)

- Managed student and academic records
- Handled accounts using software
- Served as Controller of Examinations (6 months)
- Supported digital and administrative systems

Education

- ✚ Diploma in IT (DIT) – KIMS (Completed in 2026)
- ✚ BS Chemistry – University of Swat (2023)
- ✚ Intermediate – BISE Swat (2019)
- ✚ Matric – BISE Swat (2017)

Achievements

- Best Teacher Award – 2025
- Certificate of Outstanding Contribution – AOE (2025)
- Teaching Methodology Training – AOE (2024)
- Best Teacher Award – AOE (2023)
- International Chemistry Conference – University of Swat (2023)
- Research Data Management – Elsevier Academy (2022)
- Workshop on Li-Ion Batteries – University of Swat (2022)
- Peace & Tolerance Training – AOE (2021)

Project

- Conducted research on Green Synthesis of Silver & Copper Nanoparticles using Aconitum Violaceum – University of Swat (2022 – 2023). Experienced in chemical characterization and spectra analysis.
- Website Development Project – KIMS Swat (2026)