



House No.777, Street 20, Phase-4,  
Bahria Town, Rawalpindi, Pakistan.

Phone: +923343254634

Email: wasimpak@yahoo.com

## MUHAMMAD WASIM KHAN

### PROFILE

Eighteen years of teaching experience in area of Information and Communication Technology. Special Interest in Data Collection, Data Management, Data Analysis & Presentation. Team player with good Administrative, Management, Communication and Interpersonal skills.

### ACHIEVEMENTS

- 1) **Conducting Computer Training Workshops** for faculty members, students and faculty of other universities & hospitals Organized by **Continuing Medical Education Unit, College of Medicine & Medical Sciences, Taif University** on use of **Information Technology tools in Academics & Research.**
- 2) **Head of Information Technology Department** Jan-2001 to Aug-2003. At College of Physicians & Surgeons Pakistan.
- 3) Conducted **Computer Training Workshops** for **Postgraduate Medical Students** on Behalf of **Department of Medical Education (World Health Organization – WHO)** Collaborating Centre for Research & Training in Educational Development of Health Personnel.
- 4) Conducted **Computer Training Workshops** for **Medical Librarians of Medical Colleges of Pakistan** on Behalf of **Department of Medical Education (World Health Organization – WHO)** Collaborating Centre for Research & Training in Educational Development of Health Personnel.

### EXPERIENCE

#### **ASSISTANT-PROFESSOR, TAIF UNIVERSITY**

Nov 2005 – Aug 2018

- 1) Teaching Computer courses to Students of **College of Medicine, College of Pharmacy, and College of Health Sciences.**
- 2) **Training faculty members** on use of Information Technology tools in Data Collection, Data Management, Data Analysis & Presentation, eLearning, Research and office Automation & Curriculum Mapping.
- 3) As **member of different committees** act as advisor on use of software & hardware in teaching and day to day affair of college.
- 4) **Helping Examination Department** in use of computer software for creating examination material & Results.
- 5) **Member Medical Education Department.**
- 6) Develop audience specific **Training material.**

**INSTRUCTOR / DEPUTY MANAGER COMPUTER TRAINING**

**COLLEGE OF PHYSICIANS & SURGEONS PAKISTAN [07/1999 - 10/2005]**

- 1) **Training Workshops for Postgraduates Medical Students** on use of Information Technology tools in Data Collection, Data Management, Data Analysis & Presentation, eLearning, Research and office Automation & Management.
- 2) **Training faculty members** on use of Information Technology tools in ELearning, Academics, Research and office Automation & Management.
- 3) **Supervised Help-Desk** of 250 computer users and also provided services Hardware & software services to 10 Geographically Dispersed Regional Centers of the college.

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**SKILLS & ABILITIES**

- 1) Conduct **audience specific Computer Training Program Independently** for Students & Faculty in areas such SPSS & Microsoft Excel for Data Collection, Management, Analysis & Presentation
- 2) **Develop Training Material Independently.**
- 3) Conduct Training on Office Application Suite, SPSS, Microsoft Excel (advance), Google forms etc.
- 4) Act as **Consultant** on day-to-day needs of college on use of **Computers Software, Hardware, Multimedia Projectors, Smart-boards, Printers, and Scanners & Copiers.**
- 5) Training on Creating **online courses for eLearning using Blackboard.**
- 6) Training faculty members/students on searching research material on Saudi Digital Library (SDL) .
- 7) Training faculty members on curriculum mapping software (LOOOP)

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**EDUCATION**

**UNIVERSITY OF KARACHI. PAKISTAN. 1997. MPA (MIS).  
MASTER IN PUBLIC ADMINISTRATION MPA (MANAGEMENT INFORMATION SYSTEM).**

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**TECHNICAL  
CERTIFICATION**

- 1) **Two Years Diploma in Computer Science (DCS)** 1995 from Sindh Board of Technical Education.
- 2) **Certificate Course (ICT for Educators)** 2007 Aga Khan University (Institute of educational Development) Karachi, Pakistan.
- 3) Certificate courses in Networking.

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**LANGUAGES**

English, Urdu, Hindko, Pashto

**REFERENCES**

**DR SYED MOYN ALY (DIRECTOR, DEPARTMENT OF MEDICAL EDUCATION)**

**Jinnah Sind Medical University**

Email : [syedmoynaly@yahoo.com](mailto:syedmoynaly@yahoo.com)

Phone: +923222045359

**DR. MUJTABA FAROOQ RANA (ASSISTANT PROFESSOR)**

**College of Medicine & Medical Sciences, Taif University**

Email : [drmujtabarana@hotmail.com](mailto:drmujtabarana@hotmail.com)

Phone: +966559925650