ABDUL RAHMAN KHAN

IT Engineer / www.khanabdul.site

EXPERIENCE

ICT Teacher / System Administration / Designer
2017 - Present
Middle East International School AlMuruj, Riyadh

- **Teaching**
  - Taught computer science from **Grade 4 to 10**, focusing on practical and theory based learning.
  - Experience in **IGCSE** curriculum for Grade 9 and 10, preparing students for their external exams.
  - Helped students understand and apply coding, web design and system concepts through interactive lessons.
  - Worked with students on **STEM-related projects**, promoting creativity and real-world problem solving skills.
- **Administration**
  - Managed and maintain all school software:
    - **Classera**: Online LMS
    - **Pioneer**: Internal school management system
    - **Ataa Voice**: Parent communication platform
  - Set up new accounts, fixed software issues and ensured systems ran smoothly for all.
  - Organized and maintain school records, reports and data for easy access and recovery.
  - Supported teachers, students and parents with any technical or system related issues to ensure daily operations ran efficiently.
- **Designing**
  - Created social media posts and promotional videos for school activities, reaching around **half million views** monthly on social platform.
  - Designed and developed online systems like:
    - Happy Confident Program **(www.meishappyconfident.site)**
    - Student Fees Calculator (meisfees.netlify.app)
    - School Management Tools
  - Made **certificates, posters and digital materials** for school events and programs.
  - Used creative design tools to improve school's online presence and visual communication.

OBJECTIVE

To use my skills and experience to contribute effectively to my organization, learn continuously, and build a successful and rewarding career.

CONTACT

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ABOUT ME

🇮🇳 INDIAN National

📅 30th August,1995

💬 **English** - Fluent
Urdu - Native
Arabic - Basic

HOBBIES

Programming
Learning new technologies
Gym Body Building

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)

Master of Computer Application (MCA)
Sikkim Manipal University - India (2024 - Present)
(Currently pursuing a Master's degree to expand knowledge in advanced computing)

SKILLS

- Uses **technology in education**, integrating digital tools to make learning more engaging.
- Strong foundation in **STEM learning and teaching**, integrating STEM principles into educational practices.
- Skilled in **graphic design**, creating posters, certificates and videos using professional tools.
- Expert in **Canva**, using it for all school designs, social media content and creative materials.
- Knowledge of **web development**, including HTML, CSS, JavaScript and creating simple and functional websites.
- Actively uses **AI tools** in daily workflow, applying different AI models to speed up tasks and boost creativity.
- Experienced in basic **computer networking** and **system troubleshooting**.
- Proficient in **Office 365 Suite and Google Workspace** for seamless productivity and collaborative work environments.
- Fast and accurate **touch typing** for quick data entry and documentation.

CERTIFICATES

- Completed a comprehensive **JavaScript course**, gaining good knowledge of both basic and advanced topics.
- Published a paper in **applied science and engineering**, contributing useful ideas to the academic field.
- Completed **Generative AI** related courses from Codeacademy and currently enrolled in an **Advanced Prompt Engineering** Course on Udemy to enhance AI productivity skills.
- Taking a **Canva Expert** Certification Course to become Canva Certified Designer.
- Provided technical support in **KGL-Saudi Arabia**, demonstrating strong problem-solving skills.
- Successfully completed the **Classera Admin Course**, learning advanced administrative tools for school management.
- Earned the **TechnoKids Saudi Arabia** Digital Education Certificate, improving teaching through digital methods.
- Received the **Best Employee Award** twice for outstanding work and dedicaition.
- Recognized with a **Regular Attendance Certificate** for consistent and punctual performance.