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| **Kashif Naseer** |
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### OBJECTIVE :

To pursue a career that offers me an opportunity to demonstrate my initiative; challenging the existing mindset and tackle problems head-on and work with within a progressive reputed organization where I can utilize all my skills and abilities in order to give a zenith to the organization and to my own perception and exposure.

**PROFESSIONAL EXPERIENCE:**

**Aug 2013-June 2016**

Worked as IT Incharge and IT Instructor, Computer Operator with Services Public School & College Mardan (Pak).

My Responsibilities:

* IT Incharge.
* IT Instructor. Class 3rd to Class 8th
* All Networking Activities.
* Maintance of Compter Labs.
* PapersCompossing.
* Syllabus Compossing.
* Letter Typing.
* Documents Controler.
* Designing Flex and Book Cover Pages.
* Communication between teachers and parents.
* Data Entry and check and Revices Students Fee.
* Maintances of School Software and Entry of Student Fee and detail.

**Jan 2011-Jan 2013**

Worked as Computer Operator with The Educators Public School SMT Mardan (Pak).

My Responsibilities:

* Papers Compossing.
* Letter Typing.
* Documents Controler.
* Designing Flex and Book Cover Pages.
* Communication between teachers and parents.

**Sept 2010-Jan 2011**

Worked as Computer Operator with Services Public School & College Mardan (Pak).

My Responsibilities:

* Papers Compossing.
* Syllabus Compossing.
* Letter Typing.
* Documents Controler.
* Designing Flex and Book Cover Pages.
* Communication between teachers and parents.

**April 2006 – May 2010**

Worked as Field Support Technician with LINKdotNET Pvt Limited**.**

My Responsibilities:

* Costumer and pPublic Relation in Market.
* Costumer Services and Data Entry Data Revoery.
* Configuring and Identifying issues on Routers.
* LAN , WLAN & WAN Configurations.
* Configurations of Network Printers.
* Configuration of WAN Equipment.
* Managing and Resolving Network Issues.

**PROFESSIONAL EDUCATION:**

Oct 21, 2014– In Progress B.S Computer Science (in Progress)

VIRTUAL University of Pakistan

recognition from the Higher Education Commission,

Pakistan.

Aug 2007 – Aug 2008 D.I.T. Information Technology.

Skill Development Council Peshawar

Khyber PakhtunKhwa C/O Govt. Technical Training.

May 2004 – May 2007 F.A Faculty of Arts

Board of Intermediate and Secondary Education Mardan.

recognition from the Higher Education Commission, Pakistan.

**PROFESSIONAL TRAININGS:**

* Computer Networking
* Installing software and hardware.
* Ms Office (97,2003,2007)

**TECHNICAL SKILLS:**

* Office softwares: Ms Office 2003/2007/2013, Ms Excel,Outlook Configuration.
* Installations (MS Dos, Windows 98, 2000 , XP, Vista, Win 7, Win 8.1 , Win 10)
* MS. Office (Word, Excel, PowerPoint, & Access)
* Installing software and hardware.
* Internet and Internet Explore
* Corel Draw 9, Adobe Photo Shop , Inpage Page
* LAN (Local Area Networking) WAN (Wireless Area Network)
* WAN(Wide Area Networking) Router Configuration

#### PERSONAL INFORMATION:

* Date of birth: April 16th 1981
* Nationality: Pakistani.
* Sex: Male.
* Marital Status: Single
* Languages: English, Urdu,

**Job Seeker First Name / CV No: 1799166**

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