**ADIL**

**CURRICULUM VITAE**

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**Applied For the Post of:- Computer Technician & Computer Operator**

**Career Objective:**

The IT Skills or Technical Skills section is something that you may not see in non-IT resumes, but it is almost absolutely necessary in the technical resume. The goal is to develop a detailed outline of your technical skills and break it down into subcategories. This will make it easier for the reader to pick up the specific skills they are looking for it. Tell employers what computer skills you have, the additional keywords help your resume compete in a resume database.

Below is a list of computer hardware and networking skills to help you. If your computer knowledge is extensive, you might list it in sections as illustrated.

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| **Computer** **Knowledge**:- Desk Top publishing |
| PC Hardware and Software |

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| **Technical** **Qualification** : |
| 1 PC Hardware Software Course 2008 Cisco Networking Academy |
| 2 computer Teacher Training |
| Course 2010 S.I.T.D.  3 Aadhar Card work in it 2013 Atishya Infotech |

**Professional Overview:**

* Computer assembling and maintenance.
* Troubleshooting hardware and software problems.
* Installing and configuring the peripherals, components and drivers
* Installing software and application to user standards
* Sound knowledge of digital and analog embedded computer hardware
* Wide knowledge of motherboard and circuit designs of monitor
* Deep knowledge of printer and cartage refilling.
* Familiarity with Excellent troubleshooting skills in complex software and hardware problems
* Installed Hard disks, Floppy drives, CD Drives, Sound Blaster cards, CPU, Memory, Power supply unit, Network card, Video graphics card, Hard disk controller card on PC systems
* Troubleshooting of personal computers. On line Support to customers concerning their computer problems
* Monitoring the operation of various servers, hosts systems and network components.
* Communicating with system users to identify, explain and resolve problems.
* Notifying senior managers of any equipment malfunctions.
* Making sure there is uninterrupted power supply to the computers, working air conditioning and that first rate security systems are in place.
* Using a computer console to process and complete jobs.
* Cleaning, adjusting and making minor repairs to computer equipment
* Operating and maintaining computer associated peripheral equipment.
* Assisting users with software and hardware problems.
* Maintaining records of computer and system downtime.

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| **COMPUTER REPAIR TECHNICIAN** | | | |
| * Service-oriented and people-oriented individual. Possess strong technical skills and excellent communication skills—listening and speaking. Dedicated to providing exceptional customer service and to quickly getting customers’ computer systems back up and running efficiently. * Maintain desktop and server environments: identify architectural requirements, establish and upgrade system, maintain installation records, resolve problems, improve system performance, maintain quality service, maintain technical knowledge. * Able to work independently with little or no supervision; equally dedicated team player. Expert problem-solver. Sort through complex issues and conduct comparative analysis of multiple solutions. Passion for technology. * Analyze complex functions, procedures and problems to find creative, logical and effective solutions. Achieve goals through patience, persistence and perseverance. * Perform hardware repairs, programming, troubleshooting and performance-tuning on PC-based equipment.. * Redesign and implement a more efficient network system resulting in optimal performance of all workstations * Troubleshoot an extremely challenging software problem with a standalone PC * Install hardware and software on standalone personal computers and laptops * Ensure maintenance of end user workstations and peripheral devices * Assist in providing desktop application solutions * Quickly respond to technical assistance requests * Manage testing procedures for newly installed hardware and software applications * Ensure timely repair of equipment * Assist with network troubleshooting procedures * Provide backup to the network administrator * Install and update antivirus programs on a constant basis   **Computer Hardware Technician**  • Set up and troubleshoot popular networks  • Fix standalone PC problems  • Work with wires and cables to ensure proper setting up of complex networks  • Diagnose problems using specific tools  • Install, test and maintain a variety of personal computing and network systems  • Compile and record all procedures  • Ensure complete inventory of related supplies is maintained | | | |
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**Additional Computer Networking Skills**

* Programming Language: C, C++, Java,
* Operating Systems: Windows2000, Windows ME, Windows XP, Windows Vista, MS DOS, Windows 7 , Windows 8 & Latest Windows 10
* Graphics Tools: Adobe Photoshop, PhotoScape
* Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint,
* Extensive knowledge of operating systems like Microsoft Office XP/2007/ NT/ Vista
* Knowledge of programming languages like C++,C and HTML
* Application software**:** Photoshop, Adobe reader, Winrar, DVD Convertor, Nero

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| * Software Diagnostics * System Memory * Upgrades * Preventive Maintenance | * Monitors * Printers * CPU * Keyboard | * Networking * Disk drives * Installations * Power Supply | * Add-ons * CD-ROM drives * Video cards * Internet |

**Key Result Areas:**

* Analytical thinking, planning.
* Strong verbal and personal communication skills.
* Accuracy and Attention to details.
* Organization and prioritization skills.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Self motivated, initiative, high level of energy.
* Verbal communication skills.
* Decision making, critical thinking, organizing and planning.
* Tolerant and flexible to different situations.
* Self motivated
* Initiative with a high level of energy.
* Strong verbal and personal communication skills.
* Decision making, critical thinking, organizing and planning
* Tolerant and flexible to different situations.
* Strong communication skills
* Problem analysis and problem solving
* Organizational skills and customer service orientation
* Adaptability and ability to work under pressure
* Initiator

**Professional Strengths**

* Possess extensive knowledge of course development, instructional design and recourse coordination
* Expertise in developing web-based instructional materials and teaching aids
* Proficient in delivering effective classroom training sessions
* Highly skilled in creating user guides and troubleshooting technical manuals
* Possess excellent presentation and teaching skills
* Ability to develop and lead technical training program sessions
* Ability to generate technical concepts in a clear and precise manner
* Excellent organizational skills and ability to prioritize workload
* Attention to detail and precision, solid work ethics concerning meeting deadlines and reliability.
* Excellent communication and interpersonal skills

**Certificates:**

* **IT Essentials: PC Hardware and Software, March 2008**
* **Society for Information Technology Development**

**March 2009 to February 2009**

**(Post Graduate Diploma in INFORMATION TECHNOLOGY)**

* **Computer Teacher’s Training Course (CTTC) 2010**
* **NIFA Presents LAKSHYA Career Seminar 2009**
* **Certificate Of Office Management ( C-Office) Job Solution 2015**

**Academic Credentials:**

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| **S. No. Qualification Year Board / University / Institution** |
| **1 Secondary 2007 Secondary RBSE, Ajmer Raj.** |
| **2 Sr. Secondary 2009 Sr. Secondary RBSE, Ajmer Raj.** |
| **3 BCA 2012 Maharaja ganga singh university** |
| **4 M. sc. (c. s.) 2014 Maharaja ganga singh university** |

**Achievements:**

* Confidence & Positive Attitude
* Leadership Qualities and good communication Skill

**Personal Detail’s**

* Abilities**:-** Immediate
* Date of Birth:- 13-06-1992
* Sex**:-** Male
* Marital Status**:-**  Unmarried
* Religion**:-** Islam
* Nationality**:-** Indian
* Language Known**:-** English, Hindi, (Write & Speak)

**EXPERIENCE:**

* **Self Work At Home 5 Years 2009 To 2014**
* **1 Year Work In Job Solution 13/10/2014 To 05/12/2015**

**Declaration:**

I, do Hereby Declare that all the Information Furnished Above is true and Complete to the Best of my Knowledge. I’m confident that will be fully conformable in your demand. I Hope you will Call Me for an Interview. I shall be grateful to you and oblige.