**Dildar**

Administrative Assistant/Computer Operator/C# Developer

E-mail: [dildar.344600@2freemail.com](mailto:dildar.344600@2freemail.com)

**Profile:**

**A dynamic and energetic keen to find challenging position in a dynamic and growing organization, where I could utilize my knowledge, Skills and Experience with honesty. Also to work in an environment which is competitive, demanding and future progressive, to fulfill responsibilities delegated to me with commitment & diligence in order to help my organizations achieve its goals & enhance my own knowledge.**

**Job Experience:**

**Kokabsoft Solution (October 2015 upto January 2017):**

* One year as an Intern/Junior programmer.

**Frontier Public High School (November 17th, 2011 upto February 14th, 2017).**

**Designation: Assistant Admin**

**Key Responsibilities:**

* Record complaints of parents and take necessary actions.
* Assisting with all aspects of administrative management.
* Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
* Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
* Answer emails and social media enquiries.
* Managing files.
* Answering the phone.

**Designation: Computer Operator**

**Key Responsibilities:**

* Prepare papers for examination.
* Prepare Staff & Students Cards.
* Oversee maintenance and operation of computer hardware/software systems.
* Perform maintenance tasks such as checking for viruses, backing up data, upgrading software, and other basic maintenance.
* Help new employees get their computer running.
* Retrieve, separate and sort program output as needed, and send data to specified users.
* Respond to program error messages by finding and correcting problems or terminating the program.
* Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
* Answer telephone calls to assist computer users encountering problems.
* Analyzing information and evaluating results to choose the best solution and solve problems.
* Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data.
* Providing information to co-workers and subordinates by telephone, in written form, e-mail, or in person.
* Performing all data processing duties in an accurate and timely manner.
* Cleaning, adjusting and making minor repairs to computer equipment.
* Carrying out regularly scheduled uploads or downloads of data.
* Operating and maintaining computer associated peripheral equipment.
* Assisting users with software and hardware problems.
* Ensuring that all data is secured and there are no breaches of confidentiality.
* Carrying out all clerical related duties.
* Preparing paper stock for printers.
* Installing new system applications and enhancements.
* Receiving new computer hardware and then setting it up and installing it.
* Troubleshooting, resolving and escalating Computer incidents and problems when they are detected.
* Maintaining an effective systems backup schedule.

**Designation: Exam Coordinator**

* Prepares examination schedules and timetables.
* Resolves schedule conflicts.
* Coordinates the printing, storage and delivery of examination papers.
* Ensures all information is accurate.
* Ensures privacy measures are in place and maintained.
* Acts as resource person.
* Resolves problems.
* Makes recommendations to improve examination process.
* Schedules and administers special needs examinations.
* Uses variety equipment such as a personal computer, photocopier, and other standard office equipment.

**Designation: Transport Incharge**

* Arrange transport for staff & students.
* Assemble and track route information, develop route maps and student lists for the new school year and as changes occur.
* Perform ongoing evaluation of route efficiencies, develop strategies for improvement.
* Develops a timely and efficient bus schedule which allows students to be transported to and from school.
* Ensures that bus drivers are familiar with procedures in dealing with misconduct/conflicts.
* Keeps abreast of current specifications required by the State regarding school buses.
* Responds in a positive and professional manner to parents who have problems or express concerns and resolve their problems.

**The ZBS Public High School (October 27th, 2007 to March 31st, 2011).**

**Designation: Computer Operator**

**Key Responsibilities:**

* Prepare papers for examination.
* Prepare Staff & Students Cards.
* Oversee maintenance and operation of computer hardware/software systems.
* Perform maintenance tasks such as checking for viruses, backing up data, upgrading software, and other basic maintenance.
* Help new employees get their computer running.
* Retrieve, separate and sort program output as needed, and send data to specified users.
* Respond to program error messages by finding and correcting problems or terminating the program.
* Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.
* Answer telephone calls to assist computer users encountering problems.
* Analyzing information and evaluating results to choose the best solution and solve problems.
* Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data.
* Providing information to co-workers and subordinates by telephone, in written form, e-mail, or in person.
* Performing all data processing duties in an accurate and timely manner.
* Cleaning, adjusting and making minor repairs to computer equipment.
* Carrying out regularly scheduled uploads or downloads of data.
* Operating and maintaining computer associated peripheral equipment.
* Assisting users with software and hardware problems.
* Ensuring that all data is secured and there are no breaches of confidentiality.
* Carrying out all clerical related duties.
* Preparing paper stock for printers.
* Installing new system applications and enhancements.
* Receiving new computer hardware and then setting it up and installing it.
* Troubleshooting, resolving and escalating Computer incidents and problems when they are detected.
* Maintaining an effective systems backup schedule.

**Designation: Exam Coordinator**

* Prepares examination schedules and timetables.
* Resolves schedule conflicts.
* Coordinates the printing, storage and delivery of examination papers.
* Ensures all information is accurate.
* Ensures privacy measures are in place and maintained.
* Acts as resource person.
* Resolves problems.
* Makes recommendations to improve examination process.
* Schedules and administers special needs examinations.
* Uses variety equipment such as a personal computer, photocopier, and other standard office equipment.

**Programming Skills:**

* **C#.**
* **ASP. Net.**
* **SQL Server 2012.**
* **HTML.**
* **CSS.**

**Software Projects:**

* **Patient Information System (Final Year Project).**

**Other Computer Skills:**

* **MS Office (Word, Excel, PowerPoint, Access etc).**
* **Inpage.**
* **Corel Draw.**
* **Adobe Photoshop.**
* **Windows Installation.**
* **Trouble Shooting.**

**Qualification:**

* **M. Sc (Computer Science) University of Peshawar.**
* **B. Sc (Electronics) University of Peshawar.**
* **D.I.T B.T.E Peshawar.**
* **D.A.E (Auto & Diesel) G.C.T Peshawar.**
* **S.S.C (Science) Govt. High School No 4, Peshawar city.**

**PERSONAL PROFILE:**

**Date of Birth: April 1st, 1987**

**Domicile: KPK (Peshawar)**

**Religion: Islam**

**Languages: Pashto, Urdu, English.**

**Hobbies: Reading Books, Computer Programming, Internet Surfing, Playing Volley Ball, Body Building, Travelling.**