IRFAN

A time-served and suitably qualified Computer operator with extensive knowledge ofDtpworks,internet service, data entry and standards of practice. Experienced in installing,maintaining and testing softwares in domestic,commercial and industrial environments. Physically fit for demanding work and willing to travel.

Now looking to further a successful career by working for an ambitious and
expanding company.

|  |
| --- |
| **AREAS OF EXPERTISE:** |
| * Maintenance
* Dtp work
* Internet services
* Data entry
* Health & safety legislation
 |

|  |
| --- |
| **Key Skills & Competencies:** |
| * Able to communicate effectively at all levels and willing to learn new skills.
* Good in problem-solving skills for diagnosing software faults.
* Flexible approach to work & willing to work 12 hour shifts, nights & weekends.
* Excellent relationship management skills with the ability to relate to people at any level of business and management
* Skilled in handling multiple tasks simultaneously and to get the best in return from them.
* Excellent written, communication and motivation skills.
* Excellent in troubleshooting any type of problem.
* Love and Passion to put my Talent & Hard work to achieve the Targets within the given time frame and limits for the Progress and Growth of the Company / Organization / Firm.
 |

|  |
| --- |
| **Work Experience:** |
| **Company Name:** | **KK STUDIOS SOPORE** |
| **Duration:** | Jan-2015– Present |
|  **Role:** | ***COMPUTOR OPERATER*** |
| **Job Responsibilities:** | Internet services.Responsible for Installing & maintaining Ofsoftwares. Making sure that all work done is in accordance with Safety regulations. Also involved in advising clients and senior managers verbally or in writing on quality of softwares.DTP work,ETC |
| **Company Name:** | **AKAAS XEROX CENTRE SOPORE** |
| **Duration:** | Jan-2012– Dec-2014 |
|  **Role:** | ***COMPUTOR OPERATER*** |
| **Job Responsibilities:** | Internet services.Responsible for Installing & maintaining Of softwares. Making sure that all work done is in accordance with Safety regulations. Also involved in advising clients and senior managers verbally or in writing on quality of softwares.DTPwork,ETC |

|  |
| --- |
| **Educational Qualification**: |
| **Feb, 2011** | **Bachelor In Arts,*****University of Kashmir***2nd Class |
| **Feb, 2003** | **Intermediate,*****Jammu and Kashmir State Board of School Education , Kashmir.***Higher 2nd Class |
| **Sept, 2011** | **Secondary Education,*****Jammu and Kashmir State Board of School Education , Kashmir.***Higher 2nd Class |

|  |
| --- |
| **Activities & Achievements:** |
| * Won Mr. Farewell Award on the annual farewell function.
* Was elected Secretary Cultural Committee in Govt. Higher Secondary Sopore.
* Certification From NCPUL Sub Division Sopore.
 |

|  |
| --- |
| **Personal Information:** |
| **Passport:** | Issued  |
| **Blood Group:** | O Positive  |
| **Date Of Birth:** | January 2nd 1987 |
| **Gender:** | Male |
| **Languages:** | English, Hindi, Urdu, Kashmiri |
| **Email:** | Irfan.368889@2freemail.com  |
| **Marital Status :** | Single |
| **Nationality :** | Indian |
| **Religion :** | Muslim-Sunni |

This is to certify that the above information is true to the best of my knowledge

Date: June 28, 2017**Place:Sopore**