**CURRICULAM VITAE**

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**Nigar**

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##### **Objective**

* To be involved in an institution, which would make full use of my knowledge and skills I have through the years of experience and knowledge searching, and provide me an opportunity to undergo the continuous process of learning not only for self improvement but for services to our fellow men.

**Key Skills**

* Use computers for various applications, such as database management or word processing.
* Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
* Create, maintain, and enter information into databases.
* Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
* Complete forms in accordance with company procedures.
* Maintain scheduling and event calendars.
* Schedule and confirm appointments for clients, customers, or supervisors.

**Technical skills**

* **CCTV & IP CAMERA** installation and configuration
* Installation and configuration of biometric machines
* Finger registration of all the employees for biometric attendance.
* Under general supervision, administers and maintains operating stability and
* efficiency of firm’s local area networks systems
* Installation and upgrade LAN
* Configuration Management & Data Backup
* Network monitoring and Performance Management of all network devices
* Operating System : Windows(XP/Vista/7/8 Server2008 R2,2012 R2 )
* Packages : MS Office, Desk Top Publishing

**Experience**

* Seven years Experience in Computers Hardware, Software Installation and much more at **COMPUTERS & MORE**, Bahria Town, Lahore Pakistan.

##### **Education**

##### **B.A (Bachelor of Arts) (2015)**

From University of the Punjab.

* **F.A (Faculty of Arts) (2012)**

From B.I.S.E, Lahore. .

##### **Matric (Science) (2009)**

From B.I.S.E, Mardan

**Professional Diploma**

##### **6 Months Computer Diploma (2015)**

From Unicom College Rustam, Mardan.

**Computer Skills**

* Microsoft Office 2007 & 2010
* Windows 2000, XP, Vista & 7
* Internet Explorer
* Trouble Shouting
* In Page

**Languages**

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* English
* Urdu
* Punjabi
* Pashto