**First Name of Application CV No 555750**

Whatsapp Mobile: +971504753686



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| **Career Objective** |
| *Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers Professional growth while being resourceful, innovative and flexible.* |

**Academic Credentials**

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**B.com** University of Karachi 2014

**HSC** Board of Intermediate, Karachi Commerce 2009

**SSC** Board of Secondary Education, Karachi Science 2007

**Certifications**

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**Advance Diploma Information Technology (A.D.I.T)** (Trade Tasting Board Govt. of Sindh)

**Certificate in Information Technology (C.I.T)** (Trade Tasting Board Govt. of Sindh)

**Hardware & Networking** (Good Shepherd College of IT)

**Dot Net Programming** (Al-Ghousepolytechnic Institute Karachi)

**Experience**

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***From January 2012 to continue 2015***Worked as a IT Support & Network Administrator in **“Employees' Old-Age Benefits Institution (Head Office) on Daily wages**

**Job Responsibilities:**

1. Installations of Operating Systems windows 8.1/8/7/XP, Linux (Linux Mint, Ubuntu, Red Hat) and their Software’s
2. System Problem Diagnose and Trouble Shooting.
3. Networking Related Tasks, such as, Router Configuration, IP Assignment, Internet Connectivity, Printer sharing & File sharing, Cabling, Switching and Trouble Shooting etc.
4. Create Virtual Machine (VMware).
5. Assembling & De-Assembling of Desktops/Laptops/Printers
6. Up gradations of firmware’s of different Desktops/Laptops Pc’s etc.
7. Daily/Monthly Basis Maintain reports.

***February 2011 to September 2012***

* Worked as a Hardware Technician & lab in- charge in **“Good Shepherd college of Business & Technology.**

**Job Responsibilities:**

* Installations of Operating Systems windows 8/7/xp and their Software’s
* Troubleshooting
* Pc Networking , Printer Sharing etc.
* Preventive Maintenance
* Maintain Daily and Monthly basis register
* Network Printer sharing / File sharing etc.

 **IT Skills**

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**Key Responsibilities:**

* Worked in coordination with different departments who are experiencing technical difficulties with their systems, sorted their issues after detailed analysis
* Monitored the systems of the firms and kept them up to date as per the latest trends in the IT market
* Made recommendations to the top management regarding hardware replacements and up-gradations required
* Provided on the spot solutions
* Maintained records of the hardware supplies in the firm from time to time, presented it to the top level management in the budget

**Operating system** : Windows 8.1/8 / 7 / Vista / XP/ Linux-Ubuntu

**Software Packages** : MS/Libre-Office, Adobe Photoshop CS2, Flash 8, Dream Viewer 8

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**Personal Data**

D.O.B : 20-june-1990

Gender : Male

Marital Status : Single

Nationality : Pakistani

Passport No : LQ1809741

Religion : Islam

Languages known : Urdu, English

Domicile & PRC : Sindh (Urban)

**Other Activities &Hobbies**

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Web Development (Designing), mixing movies/pictures using different software’s like ProshowProducer etc.