

Your Name

C.N.I.C: 37405-4188286-1

Cell: +92-0334-0000000

House# 1-D/1, Near Bilal Masjid, Misrial Road,
Chur Harpal, Rawalpindi

Email: yourmail@jobz.pk

OBJECTIVE

To obtain a challenging position in the accounts, administration & IT field, where I can utilize my knowledge, skills, experience and enthusiasm to meet the needs and objectives of the organization.

EXPERIENCE

MEDIA TIMES LTD – A LARGE MEDIA GROUP

DAILY TIMES/DAILY AAJKAL/BUSINESS PLUS

IT/ADMIN COORDINATOR

Feb 2008 – Current

Responsibilities

- Installation/Configuration/Troubleshooting of Windows Server 2003/XP/Vista/2000/98/95 machines.
- Installation, Configuration and Maintenance of Hardware & Software of installed systems & equipments.
- Install and configure different types of graphics and newspaper related software and networking equipment.
- Troubleshooting of daily network problems, Internet, email and other user end problems.
- Manage local area network and wireless link of the organization.
- Routine maintenance and up gradation of software's and PC's
- Installed, configured and maintained heavy duty A3/A4 printers/scanners.
- All administrative tasks which assigned by the senior management
- Coordination with senior staff to provide assistance for administrative tasks.

OFFICE/IT ASSISTANT (NATIONAL DATABASE & REGISTRATION AUTHORITY)

March 2007 – February 2008

Responsibilities

- Maintain all office record & data in computerized software's.
- Provide administrative duties assigned by the management

- Installation, Configuration and Maintains Hardware & Software
- Provide Technical Support to office users
- Maintenance of all IT related equipments.
- Troubleshoot network, Internet and email problems for users.

QUALIFICATIONS

B.Com (Bachelor in Commerce)
University of Punjab

I.C.S (Computer Science)
Quaid-e-Azam Degree College Chaklala Cantt (Federal Board).

S.S.C (Science Subjects)
Federal Board of Intermediate and Secondary Education.

PROFESSIONAL TRAININGS & COURSES

Certificate in Microsoft office.

Six months diploma in computer hardware & software.

Six months diploma in computer networking.

MCSE (Microsoft Certified System Engineer) completed the course with A+ grade.

MCP (Microsoft Certified Professional) Passed the Microsoft Certified Professional exams and now I am Microsoft certified IT professional.

LINGUISTICS

Language Oral Proficiency Written Proficiency

English Normal Expert

Urdu Expert Expert

REFERENCES

References are available when desired.