Amir Khan

PROFILE SUMMARY

Strong technical skills with 3 years in administrative office work.

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Hosue # T/1045/A Shaheen Town Peshawar

SKILLS

- o Software installation
- o Computer networking
- o Hardware troubleshooting
- o Office Automation

PERSONAL INFORMATION

- ✓ **Father Name**   **Ahmad Gul**
- ✓ **Date of birth**   **23rd march,1993**
- ✓ **Religion**   **Islam**
- ✓ **Nationality**   **Pakistani**
- ✓ **Domicile**   **Peshawar, KPK**
- ✓ **Marital Status**   **Married**
- ✓ **CNIC**   **17301-4007616-5**

WORK EXPERIENCE

❖ **Worked as a Computer Operator-GOGO Enterprises (Pvt.) Ltd.**
March, 2009 to March, 2012.

- o Computer assembling and maintenance.
- o Providing technical support to employees.
- o Installation of network cables to multiple rooms for internet capabilities.

❖ **Worked as a Computer Operator-Elan Partners (Pvt.) Ltd.**
September 14,2012 to December 13,2013.

- o Provide technical support regarding computers and Internet to staff members.
- o Ability to maintain and troubleshoot computers Hardware and software
- o Installing and configuring the peripherals, components and drivers

❖ **Worked as an Office Assistant- Elan Partners (Pvt.) Ltd.**
July 1, 2014 to June 30, 2020.

- o Performs basic typing skills using computer.
- o Operate office machinery such as Photocopier, scanner and fax machine.
- o Updating, processing and filling of all documents

❖ **Working as a Computer Lab Assistant at CECOS University Peshawar.**
March 10, 2020 to till date.

- o Provide technical support regarding systems, laptops and Internet connectivity to students as well as faculty members.
- o Deploy new workstations and printers, installing operating systems to staff and faculty members.
- o Installed all network cables to multiple offices.
- o Provide technical support for campus area CCTV cameras.

EDUCATION

DEGREE	YEAR	INSTITUTE
DIT	2022	KPBTE Peshawar
FA (Humanities)	2018	BISE Peshawar
Matric	2013	BISE Peshawar

LANGUAGES

English	**Urdu**	**Pushto**
Good	Excellent	Excellent