

Muhammad Haris Aman

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I achieve this reward in my whole since to date and will achieve as many I can in future life with the grace of Al-mighty Allah and doing hard work

WORK EXPERIENCE

2018 – 2022 *Computer Operator* PRAL Office Custom House Peshawar Peshawar (Pakistan)

- Monitor computer systems and networks for errors or irregularities.
- Respond to system alerts and take appropriate action to resolve issues.
- Ensure timely execution of scheduled tasks and jobs.
- Perform regular data backups and ensure the integrity of backup systems.
- Implement data recovery procedures in case of system failures or data loss.
- Monitor and maintain computer hardware, including servers and peripheral devices.
- Coordinate with IT support for hardware repairs or replacements.
- Install, configure, and update software applications.
- Ensure compatibility and proper functioning of software systems.
- Provide technical support to end-users regarding computer-related issues.
- Troubleshoot and resolve hardware and software problems.
- Implement and enforce security protocols to protect data and systems.
- Monitor and respond to security threats and incidents.
- Maintain accurate and up-to-date documentation of system configurations, procedures, and troubleshooting steps.

2016 – 2018 *Office Assistant* The Zaid Bin Sabit Public High School Peshawar (Pakistan)

- Greet visitors, students, and staff in a friendly and professional manner.
- Answer and direct phone calls to the appropriate personnel.
- Maintain and update student records, attendance records, and other administrative documents.
- Assist in organizing and filing paperwork.
- Help coordinate appointments, meetings, and events.
- Assist in scheduling parent-teacher conferences and other school-related activities.
- Assist in drafting and distributing memos, letters, and other communications.
- Communicate with parents, students, and staff as needed.
- Enter and update information in the school's database or information management system.
- Ensure accuracy and completeness of data. Monitor and order office supplies as needed.
- Keep track of inventory and request replenishment.
- Provide support during school events, such as open houses, orientation, and graduation ceremonies.
- Assist in preparing materials for events.
- Help with student inquiries, forms, and other administrative tasks related to student services.
- Collaborate with counselors or other relevant staff.
- Sort and distribute incoming mail. Prepare outgoing mail and packages.

RELEVANT SKILLS

- **Computer skills:** Microsoft Office, Operating Systems, Networking and Cloud Computing ,Basic Cyber security, Hardware Maintenance and Software Installation, Web Development(Word press)
- **Technical:** Accounting, Home Electrical Instrument Maintenance ,Solar System Maintenance,
- **Professional/Social:** Teamwork, Project- Management, Communication, Leadership, Organization, Problem-solving, Adaptability, Time Management, Interpersonal Skills, Emotional Intelligence, Creativity, Stress Management, Customer Service, Collaboration, Cultural Awareness,
- **Languages:** Native Pashto & Urdu, English (Proficient),

EDUCATION

2018-21	<i>Master of Computer Science (MCS)</i>	Qurtuba University of Science and IT (Peshawar, Pakistan)
2016-18	<i>Bachelor of Science (BSc)</i>	Qurtuba University of Science and IT (Peshawar, Pakistan)
2014-16	FSc Pre Engineering	Board of Intermediate & Secondary Education (Peshawar, Pakistan)
2012-14	SSC Science	Board of Intermediate & Secondary Education (Peshawar, Pakistan)

PROFESSIONAL CERTIFICATIONS

Cloud Computing	3 Months
Digital Literacy	3 Months
WORDPRESS	3 Months
Graphic Design	3 Months
Digital Marketing	3 Months
E Commerce Management	3 Months
Data Analytics and Business Intelligence	3 Months
Technical Support Fundamental	3 Months
Cyber Security	6 Months
Network Administrator	6 Months
Computer Hardware Basic	3 Months

REFERENCES

Available on request