

Umair Mahmood Khokhar

IT Officer

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Obtaining a challenging position in a reputed organization where I can utilize my experience and skills for the development of Organization/ Company. Now I am well organized and ready to work under pressure with extra hours.

Khokhar House, Khokhar Street, Radio Colony,
Shahpur Town, Adiyala Road, Rawalpindi, Pakistan

WORK EXPERIENCE

IT Head

Sehgal Motorsports

11/2020 - Present

Achievements/Tasks

- Managing Whole Network
- POS Technical Support
- Installation & configure Computer Hardware, OS & Applications
- Graphic Designing & Video Edting
- Managing Social media

IT Officer

The Arena Cinema

11/2013 - 04/2020

Achievements/Tasks

- Managing the whole network
- Managing Whole Software & Systems Issues
- Technical Support
- PC Hardware Installation
- Back Up Creation Database
- CCTV Installation & Maintenance
- Network and PCs Troubleshooting

CERTIFICATES

CCNA (2011)

MCSE (2011)

VoIP (2011)

EDUCATION

HSSE

Board of Intermediate and Secondary
Education Rawalpindi

2010

SSE

Board of Intermediate and Secondary
Education Rawalpindi

2008

SKILLS

Microsoft Office Suit

HTML CSS JS

Gaming Zone Networking

Team work

Attention to Detail

Problem Solving Skills

ORGANIZATIONS

Sehgal Motorsports (11/2020 - Present)

The Arena Cinema (11/2013 - 04/2020)

HONOR AWARDS

Honest Star Of the Year (2017 - 2018)

The Arena & Raiha Cinegold Plex Bahria Town Islamabad

LANGUAGES

English

Professional Working
Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Computer Languages

Gemology

Astronomy

Camping & Hiking