

Muhammad Aftab

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Summary:

I am an experienced IT professional with over 5 years of expertise in troubleshooting, system maintenance and providing technical support. Skilled in managing hardware, software and network connectivity as well as setting up and configuration. Proficient in website and social media management, along with documentation and data analysis. Seeking to apply my technical skills and problem-solving abilities to ensure efficient office operations.

Work Experience:

Assistant Manager

Urban Resource Centre, Karachi | August 2018 - Present

- Troubleshoot software and hardware issues to ensure smooth office operations.
 - Assisted in basic network setup and maintenance, ensure stable internet connectivity.
 - Managed software installation, configuration and updates to keep system current.
 - Update and manage the website and social platforms to maintain an active presence.
 - Assisted in publication and documentation tasks, ensuring smooth workflow.
 - Conducted research and compiled reports for data analysis and decision-making.
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Academia Qualification:

- Bachelor of **Computer Science** (BSCS) | Federal Urdu University Karachi (2022 - Continue)
 - Intermediate in Pre-Engineering | Board of Intermediate Education Sukkur (2021)
 - Matriculation in Science | Board of Secondary Education Karachi (2015)
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Certifications:

- Maximize Productivity with AI Tools – Coursera (2025)
- Job Oriented Special IT Diploma – Kirdar Institute Karachi (2016 - 2017)
- MS Office Short Course – World Computer Institute (2013)