



## MUHAMMAD FARHAN AKHTAR.

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| <b>Date of Birth:</b> | 07 <sup>th</sup> November, 2001  |
| <b>Address:</b>       | Nr sr no:336 Al-badar Society Opp Khalid-Bin-Waleed Masjid<br>Front The Educator School Badshah Khan Road Kemari Karachi |
| <b>Cell No:</b>       | 0348-2171681   |
| <b>Email:</b>         | <a href="mailto:fakhtar54400@gmail.com">fakhtar54400@gmail.com</a>   |

### Objective

A creative, consistent, hardworking & highly motivated person seeking for a challenging position in a professional environment where I can utilize my skills & education to learn & lead in order to benefit mutual growth and success.

### Professional Experience

- Organization** : **Dr . Ziauddin Hospital**
- Organization Type : Hospital
- Designation : Junior Medical Information Assistant
- Tenure : Feb 2021 to continue...
- Brief Job Description : Maintained physician calendars Prepared documents and letters for mailing Schedule appointments using Centricity Electronic Medical Records for 80 plus physicians.
- : Evaluate importance of incoming telephone calls and answer patient medical questions.
- : Maintain exam rooms stocked with a dequate medical supplies and instruments.
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- Organization** : **M/s . Owais Tech Karachi , Pakistan**
- Organization Type : Information Technology Shop
- Designation : Hardware Repairing
- Tenure : Jan 2019 to Jan 2021
- Brief Job Description : Troubleshoot, diagnose and repair hardware and software of laptops and desktops. Operating systems to include Windows XP , Windows Vista , Windows 7 , 8 and Windows 10..
- : Work in a very fast placed environment working on upto 5 computer set a time. Required to troubleshoot / diagnose / repaira minimum of 1 computer per hour
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- Organization** : **M/A Computer Karachi , Pakistan**
- Organization Type : Information Technology Shop
- Designation : Hardware Repairing

Tenure : July 2018 to Dec 2018

Brief Job Description : Troubleshoot , diagnose and repair hardware and software of laptops and desktops . Operating systems to include Windows XP , Windows Vista , Windows 7 , 8 and Windows 10.

: Held accountable for all parts moved to and from customer's computers to our parts ware house.

### **Professional Certification & Academic Education**

| <b>Sr.</b> | <b>Certification/Degree</b> | <b>Institution/University</b>                         | <b>Specialization/Major</b>     | <b>Passing Year</b> |
|------------|-----------------------------|---|---------------------------------|---------------------|
| 1.         | Intermediate                | Ziauddin Examination Board<br>Karachi                 | Pre-Engineering                 | 2021                |
| 2.         | Matriculation               | Board Of Secondary Education<br>Karachi               | Computer-Science                | 2018                |
| 3.         | Diploma                     | Ebrahim Jammal Institute Of<br>Information Technology | Computer-Repairing<br>Ms-Office | 2022                |

### **Computer Skills and Other Abilities**

| <b>Sr.</b> | <b>Program</b>        |
|------------|-----------------------|
| 1          | MS Office Word        |
| 2          | MS Office Power Point |
| 3          | MS Office Excel       |
| 4          | Typing Speed 30 WPM   |

### **Personal Information**

Father's Name : Furqan Akhtar

Marital Status : Un-Married

Religion : Islam

CNIC No. : 54400-6771223-7

Language Competency : Urdu , Pashto & English

### **Reference**

Will be furnished when desired.