



**ATIF SHAHZAD KHAN**

**+92 302 230 9676**

**[Atifshahzadkhan786@Gmail.com](mailto:Atifshahzadkhan786@Gmail.com)**

**Malir Cantt, Karachi, Pakistan**

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## Object

I'm seeking technical position flourishing company where I will have an opportunity of not only providing the organization with great staff but also in creating an environment that ensures employee satisfaction. I want to work in challenging and dynamic environment with hard work people to enhance my abilities.

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## Work Experience

### **BOL NETWORK**

26 Feb 2017 – 12 Jul 2018

Trainee Technician (Broadcasting Management Dept.)

### **Responsibilities:**

- ✓ Installation of TV booster devices in all over Karachi
- ✓ Installation of TV booster devices in other provinces
- ✓ Troubleshoot of TV booster devices in all over Karachi
- ✓ Troubleshoot of TV booster devices in other provinces
- ✓ Checking Active & De-Active TV booster devices all over Pakistan
- ✓ Check TV booster devices on in-house and outdoor FTP server
- ✓ Check & Maintain FTP server data on FileZilla
- ✓ Configuration of DVR (Digital Video Recorder)
- ✓ Configuration of Modem
- ✓ Installation of Modem & DVR board in TV booster devices
- ✓ Repairing and maintenance of TV booster devices
- ✓ Check TV resolution on field via honest tech through easy cap
- ✓ Mentor and guide other Technicians when required
- ✓ Work with team colleagues
- ✓ Manage and maintain inventory records
- ✓ I did complete my tasks on time

## **AA TECHNOLOGY**

1 Aug 2016 – 12 Aug 2017

IT Technician (Infrastructure Information Technology Dept.)

### **Responsibilities:**

- ✓ Installation, configuration of system hardware and software
- ✓ Daily operations and systems support
- ✓ Works with team members to troubleshoot routine computer issues
- ✓ Troubleshoot hardware and software issues remotely and via phone
- ✓ Assist employees with computer problems and answer their questions
- ✓ Installs software and hardware systems, including new equipment, anti-virus programs and other tools commonly used by a company's team members
- ✓ Repairs and maintains personal computers
- ✓ Uninstalls old programs
- ✓ Checking computer hardware (HDD, mouse, keyboard etc.) to ensure functionality
- ✓ Manage and maintain records of repairs, fixes and maintenance schedule
- ✓ Identify computer equipment shortages and place orders
- ✓ I did complete my tasks on time

## **UROOJ ELECTRONICS**

1 Aug 2014 – 31 Jul 2016

Electronics Technician

### **Responsibilities:**

- ✓ Repairing of electronics equipment
- ✓ Repairing of electrical equipment
- ✓ Troubleshoot of electronics equipment
- ✓ Troubleshoot of electrical equipment
- ✓ Maintenance of electronics & electrical equipment
- ✓ Guide other Technicians when required
- ✓ Work with team colleagues
- ✓ Manage the team
- ✓ Manage and maintain inventory of electronics equipment & tools
- ✓ Maintain documentations of system maintenance procedures
- ✓ I did complete my work on time

## Education

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### **VIRTUAL UNIVERSITY OF PAKISTAN**

4 Apr 2017 – Present

Associate Degree Program (A.D.P) in Computer Networking

### **ALIGARH INSTITUTE OF TECHNOLOGY KARACHI**

21 Nov 2011 – 28 Jun 2014

Diploma Associate Engineer (D.A.E) in Electronics

69.14% Marks

### **AL-SUFFAH HIGH SCHOOL BASTI SHAH GUL MUHAMMAD MIANWALI**

12 Mar 2009 – 19 Apr 2011

Matric in Science

73.33% Marks

## Certification & Awards

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**RATATYPE**

22 Sep 2018

Typing in English

**Alison**

18 Sep 2018

Fundamentals of Network Security

**BOL NETWORK**

1 Aug 2017 – 28 Feb 2018

Silver Brand Ambassador

**ALIGARH INSTITUTE OF TECHNOLOGY KARACHI**

16 May 2012

Certificate of participation in

“Inter Departmental Projects Competition titled 6<sup>th</sup> Engineering & IT Fair”

**DOMINO ENGLISH LEARNING CENTRE KARACHI**

1 Dec 2012 – 1 Mar 2013

English language course

**HASSAN INSTITUTE OF COMPUTER SCIENCES MOCHH**

15 Aug 2007 – 20 Feb 2008

Diploma in “Computer software”

## Skills

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- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Microsoft Windows
- ✓ Typing
- ✓ Computer Knowledge
- ✓ IT Support
- ✓ Basic HTML
- ✓ Data Entry
- ✓ Filing / Document Management
- ✓ Electronic Troubleshooting
- ✓ Troubleshoot & Repair
- ✓ Soldering
- ✓ Router Configuration
- ✓ DVR Configuration
- ✓ Field Installation
- ✓ Field Work
- ✓ Field Support
- ✓ Field Supervision
- ✓ Ability to read wiring schematics and drawings
- ✓ Able to work individually and in a small, highly motivated team

## Hobbies

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- ✓ Reading
- ✓ Learning
- ✓ Social Media
- ✓ Computer Gaming
- ✓ Traveling
- ✓ Photography

## Personal Details

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Date of Birth:	7 Dec 1994
Marital Status:	Single
Religion:	Islam
Nationality:	Pakistani

## Languages

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- ✓ English
- ✓ Urdu
- ✓ Punjabi

I, the undersigned certify that to the best of my knowledge & belief, the resume correctly describes my qualifications, experience & myself.

**Place:** Karachi, Pakistan

**Atif Shahzad Khan**