

Bashir Khan

Mailing Address

Engr. Bashir Khan
Sector G-6/4, H# 69-D street# 64, Islamabad.
Phone: +92 341 9192429, +92 333 9582172
E-mail: bashirkhan538@gmail.com

Career Objective: I intend to pursue labor in a reputable organization where I can utilize my potentials and spruce up my professional skills. I am familiar with modern engineering standards, practices and procedures. I can manage projects and handle multiple tasks independently.

Profile: Always love to work under high pressure for any challenge and adventure with my flexible approach. Besides technical skills, possess excellent written communication and presentation skills; dealing effectively with individuals at all organizational levels. I am seeking a challenging position in your progressive, dynamic & prestigious organization that warrants an opportunity to demonstrate skills acquired over the course of my professional studies and encouraging milieu that utilizes my interpersonal skills.”

Work Experience:

- | | |
|-----------------------------|---------------------------------|
| • IT Engineer at Zong | February, 2017 till to date. |
| • Internee at PMYTS | January, 2016 to January, 2017. |
| • As an Electrical Lecturer | 02 June, 2014 to 30, Sep, 2015 |

Responsibilities:

- To troubleshoot all IT equipment including laptops, desktop systems, Wi-Fi, Printers, scanners, LAN/WAN related issues.
- Installation & configuration of biometric verification devices including thumb detection & digital signature pads.
- To troubleshoot Call center related issues.
- Installation & configuration of voice calling software.
- To coordinate with all departments and to meet their requirements and resolve any IT related issues.
- Providing support to users for login creation, deletion, mail box options and other features related to active directory.
- To coordinate with users including managers to routine IT support and troubleshooting at any level.
- To communicate with service desk team in order to make sure smooth operations in all offices & CSC in north II region.
- To make sure availability of IT equipment in all offices and to manage laptops/desktops issuance to all users in region.
- To provide weekly & monthly reports of Service Desk as per required by Management.
- Coordinate with the users for their feedback and improvement about the current systems and to provide solutions of user's queries.
- Manage and maintain inventory for all IT related equipment. Keep record of faulty/dead IT equipment as well.
- Conduct Annual Physical verification Exercise for all IT assets.

Academics:

	Degree and Institute Name	Percentage/Grades
2010 -2014	Bachelor Of Science in Electrical(Electronics) Engineering Federal Urdu University of Art's Science and Technology Islamabad Pakistan	CGPA: 2.96/4.00 Status: Completed
2008 -2009	HSSC (Pre-Engineering) Govt. Degree College Gul Abad, District Lower Dir, KPK	802/1100 (A) Status: Completed
2007	SSC (Matriculation) Chakdara Public School Chakdara, District Lower Dir, KPK	678/900(A) Status: Completed

Personal Information:

Father's Name: Muhammad Zahir Khan
CNIC: 15307-6170571-7
PEC No: ELEC/45093
Marital Status: Single
Religion: Islam
Job type: Full Time/ Part Time (Permanent/ Contract)
Job location: Indoor; within/outside Pakistan

References: Reference will be furnished upon request.