PROFILE



EJAZ AHMED BAJWA

اعجازاحمدباجوه

OBJECTS

Intended to work hard to achieve good knowledge and experience and to use my knowledge and experience in a reputable organization and help it in achieving its corporate goals more effectively and to combine my innovative skills so as to become an asset to the organization.

PERSONAL INFORMATION

Father's Name: Muhammad Nawaz Bajwa (Late)

E-mail: ejazbajwa@hotmail.com - ejazbajwa@yahoo.com

Mobile #: +92-321-1406330, +92-333-4527232

Passport #: AB3598832 (Lahore, Punjab – Pakistan)

Marital Status: Married

Nationality: Pakistani

Religion: Islam

Address: Gulshan Park, Nishat Colony Lahore Cantt. - Pakistan

OFESSIONAL EXPERIENC

Worked as a "Instructor I. T." with The Hunar Foundation Technical Institute. Phase-9, Bedian Road. Near Avicenna Medical College. Rohi Nala Road. DHA, Lahore Cantt.-

Oct. 2019 Pakistan..

Description of Duties:

Jan. 2018 Lecture to the Allied Classes including I. T. Class. Manage all the matters regarding educational system, Sending the Monthly Test Result and Monthly Attendance Report to the Corporate office along with Troubleshooting of Computer System. Installation,

Assembling, Installation. & Administration of Computer Lab

Worked as a "Senior Office Assistant" with Lahore Garrison

University (LGU). Phase-IV, DHA, Lahore - Pakistan...

Description of Duties: Nov. 2017

Assis. t the Controller of Examination in Office Management and handle all the matters related the Conducting the All University Exams including Typing,

Oct. 2011 Preparation of Working Sheet, Data Processing, Data Entry & Filing, Faxes, Operating Internet + Email Troubleshooting of Computer System. Installation, Assembling,

Installation. & Administration of Computer Lab

Worked as an "Office Executive/Coordinator" with Punjab Travels (LLC). Mussafah Industrial, Abu

Dhabi, UAE.

Description of Duties: Jun, 2008

Look after the daily office routine work, Handle all the matters related to indoor tasks, Meeting Arrangements, Back Office Customer Support and Preparation the Jul. 2010

Weekly/Monthly Reports including Typing, Preparation of Working Sheet, Data

Processing, Data Entry & Filing, Faxes, Operating Internet + Email Troubleshooting of Computer System. Installation, Assembling, Installation. & Administration of Computer

Lab.

Worked as a "Computer Teacher/Exam Coordinator" with Unison Grammar School and Ijaz Science Academy Nishat

Colony, Lahore Cantt. - Pakistan.

July, 2004 **Description of Duties:**

Lecture to the Classes including I. T. Class. Manage all the matters **July 2007** regarding educational system, Manage the TEST SYSTEM before

Board Exams, Sending the Monthly Test Result and Monthly Attendance Report to the Corporate office along Troubleshooting of Computer System. Installation, Assembling,

Installation. & Administration of Computer Lab

Worked as an "Computer Executive" with Azmat Cables

Industries. Lahore - Pakistan.

April, 2002 **Description of Duties:**

Handle all the matters related to Import Documents including

Nov, 2004 Typing, Preparation of Working Sheet, Data Processing, Data Entry & Filing, Faxes, Operating Internet + Email Troubleshooting of Computer System. Installation,

Assembling, Installation & Administration of Computer Lab.

As a "Computer Executive" with Millat Tractors Limited, **July, 1998**

Sheikhupura Road, Shahdara, Lahore – Pakistan.

Description of Duties:

July, 2000 Typing, Preparation of Working Sheet, Data Processing, Data MILLAT TRACTORS LIMITE

Entry & Filing, Faxes, Operating Internet + Email, Installation of various types of Software with their configuration.

As a "Computer Operator" with Brother International,

1st Floor Ghani Chambers, Patiala Ground Link McLeod

Road, Lahore – Pakistan. **Description of Duties:**

Jan, 1996

Aug, 1997 Typing, Preparation of Working Sheet, Data Processing, Data Entry & Filing, Faxes, Operating Internet + Emails, Installation of various types of Software with their

configuration.

























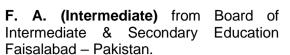






ACADEMIC BACKGROUND

B C S from National College of Computer Sciences, Lahore – Pakistan.



Matriculation (Secondary School Certificate Level - 10) with Science Subjects from Board of Intermediate & Secondary Education Lahore – Pakistan.

> D C A from **National College of Computer Sciences**, Lahore – Pakistan.



> One Year Diploma in D S E from **The Micro Institute** of **Computer Sciences**, Lahore – Pakistan.

EDUCATION

> (D H N) Diploma in Hardware & Networking from Al-Falah College of Computer Sciences Lahore – Pakistan.



- > Special Package in MS-WORD from Quick Composing Centre Lahore.
- > Diploma in **FLASH COMMERCE** from **EDGE System International** Lahore Pakistan.



>Certification in JAVA,JDBC/SQL, JSP/J2ME, JAVA Beans from (NICON) Lahore – Pakistan.



>**Certification in UBUNTU – Linux** from Punjab University College of Information Technology **(PUCIT)** Lahore – Pakistan.

MS-Windows, MS-Office (Word/Excel/Power-Point), Corel Draw, Adobe Photoshop, Adobe Acrobat, Internet Explorer, Outlook Express, INPAGE, Winfax, Omnipro and familiar with Networking environment.

Rectifications of the major faults, assembling of computer system & Service of Laptop and Printers. The troubleshooting of Hardware & Software including the installation of all types of Software from CD's, Data Travelers (USB), and Download from Internet environment. Setting the properties of all versions of Internet & E-mails software like Internet Explorer, Netscape Navigator Gold Communicator & Microsoft Outlook Express.

Cricket, Singing, Designing, Internet Utilities & Computer Related Operations.

Urdu, English (Regional Languages: Punjabi & Hindi)

Reference can be furnished upon request

COMPUTER SKILLS

HARDWARE CAPABILITIES

HOBBIES

LANGUAGES

REFERENCE