

PROFILE



EJAZ AHMED BAJWA

عجاز احمد باجوہ

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

PROFESSIONAL EXPERIENCE

Oct. 2019 ~ Jan. 2018	<p>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.– Pakistan..</p> <p>Description of Duties: 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</p> <p>Worked as a “Senior Office Assistant” with Lahore Garrison University (LGU). Phase-IV, DHA, Lahore – Pakistan..</p> <p>Description of Duties: Assis. t the Controller of Examination in Office Management and handle all the matters related the Conducting the All University Exams 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</p> <p>Worked as an “Office Executive/Coordinator” with Punjab Travels (LLC). Mussafah Industrial, Abu Dhabi, UAE.</p> <p>Description of Duties: Look after the daily office routine work , Handle all the matters related to indoor tasks, Meeting Arrangements, Back Office Customer Support and Preparation the 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.</p> <p>Worked as a “Computer Teacher/Exam Coordinator” with Unison Grammar School and Ijaz Science Academy Nishat Colony, Lahore Cantt. - Pakistan.</p> <p>Description of Duties: Lecture to the Classes including I. T. Class. Manage all the matters regarding educational system, Manage the TEST SYSTEM before Board Exams, 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</p> <p>Worked as an “Computer Executive” with Azmat Cables Industries. Lahore - Pakistan.</p> <p>Description of Duties: Handle all the matters related to Import Documents 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.</p> <p>As a “Computer Executive” with Millat Tractors Limited, Sheikhpura Road, Shahdara, Lahore – Pakistan.</p> <p>Description of Duties: Typing, Preparation of Working Sheet, Data Processing, Data Entry & Filing, Faxes, Operating Internet + Email, Installation of various types of Software with their configuration.</p> <p>As a “Computer Operator” with Brother International, 1st Floor Ghani Chambers, Patiala Ground Link McLeod Road, Lahore – Pakistan.</p> <p>Description of Duties: Typing, Preparation of Working Sheet, Data Processing, Data Entry & Filing, Faxes, Operating Internet + Emails, Installation of various types of Software with their configuration.</p>	       
Nov. 2017 ~ Oct. 2011		
Jun, 2008 ~ Jul. 2010		
July, 2004 ~ July 2007		
April, 2002 ~ Nov, 2004		
July, 1998 ~ July, 2000		
Jan, 1996 ~ Aug, 1997		

ACADEMIC BACKGROUND

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



F. A. (Intermediate) from Board of Intermediate & Secondary Education Faisalabad – 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.

> (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

EDUCATION

COMPUTER SKILLS

HARDWARE CAPABILITIES

HOBBIES

LANGUAGES

REFERENCE