



ALI HAIDER
Dist. Gujrat Teh. kharian VPO Naseera
Contact No. +923085105198
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JOB Summary: Performance driven professional with 1 year and 2 months of Experience, who undertakes complex tasks, meet tight deadlines and delivers Superior performance.

COMPUTER OPERATOR
ACSS(Aasim computers sale & service)
Kharian, Pakistan
1st Mar 2018 to 08 September 2018

PRIMARY DUTIES AND RESPONSIBILITIES:

- ✓ Electronic form filling
- ✓ Scanning
- ✓ Printing
- ✓ Hardware maintenance
- ✓ Data recovery
- ✓ Sale accessories
- ✓ Effectively coordinates with vendors and suppliers for ordered accessories
- ✓ Software installation

Computer Lab Assistant
NBL(Noble Computers College) worked as document controller and system maintenance
Naseera , Pakistan
1st may 2017 to 31st Nov 2017

PRIMARY DUTIES AND RESPONSIBILITIES:

- ✓ Collect and maintain all documents to arrange an organized filling system.
- ✓ Assist the students during the practical in computer lab
- ✓ Handle trouble shooting in software installation.
- ✓ Maintenance of computer systems
- ✓ Imputing all student documents in MS Access and MS Excel
- ✓ Filling electronic forms of the students
- ✓ Perform typing duties to generate documents as necessary

ACADEMIC QUALIFICATION

- ✓ Master In Computer
Continue
Virtual University
- ✓ BA(IT)
Year 2018-2019
University Of Punjab
- ✓ FA(IT)
Year 2016-2017
Govt. Degree College Kharian
- ✓ Matriculation
Year 2014-2015
Ali Public School System Naseera

OTHER CERTIFICATES AND DIPLOMAS

- ✓ Ms Office Management 2016
Duration 3 months
Wills Learning System Jhelum
- ✓ Advance IT

- Duration 1 Year session
Education & skills Development council Lahore
- ✓ Graphics Designing
Duration 6 months
Education & skills Development council Lahore
- ✓ Computer Hardware
Duration 6 months
AGT Institute Of Technical And Professional Education Rawalpindi
- ✓ Certificate In Office Management 2007
Duration 2 months
SLS College Jhelum
- ✓ Mobile Hardware And Software Course
Duration 3 months
Al-Imran Technical Training Center Kharian
- ✓ Diploma Windows Applications
Duration 4 months
Noble Computer College Naseera
- ✓ Free Lancing
Duration 3 months
Ministry of information technology & telecom
- ✓ Digital Literacy
Duration 3 months
Ministry of information technology & telecom

Personal information:

Date of Birth:	10 July 1996
Nationality:	Pakistani
Marital Status:	Single
Language:	English, Urdu, Hindi, punjabi
Domicile:	Gujrat
Police Character Certificate No:	GJT-719956
CNIC No:	34202-5989594-7
Passport No:	DN6975941

PROFESSIONAL REFERENCES

Available upon request