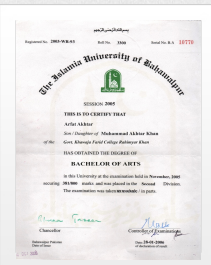
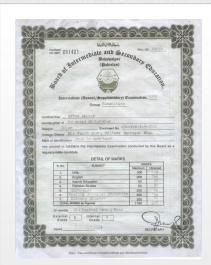
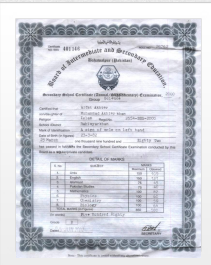


MOBILE / WHATSAPP  
0304-8882296

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me@arfatcv.com

MY ADDRESS:  
Lahore Punjab

MY ADDRESS:  
Pakistan



## Previous Employment

### Falcon Education (Pvt) Ltd. 2017 - 2019

IT OFFICER

#### Main Activities

- ☑ Computer networks - installing, configuring and maintaining computers in large organisations
- ☑ Desktop support - providing direct user assistance
- ☑ Contract hardware maintenance - working for a business with contracts to maintain and repair computer hardware
- ☑ Provide orientation to new users of existing technology
- ☑ Train staff about potential uses of existing technology
- ☑ Managed hosting providers - ensuring clients websites and applications stay up and running and offering technical support.
- ☑ Provide individual training and support on request

### Haseeb Waqas Group of Companies 2012 - 2014

IT OFFICER

#### Main Activities

- ☑ Keep computer systems running smoothly and ensure users get the maximum benefit from them
- ☑ Install and configure computer hardware operating systems and applications
- ☑ Monitor and maintain computer systems and networks
- ☑ Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- ☑ Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- ☑ Replace parts as required
- ☑ Provide support, including procedural documentation and relevant reports
- ☑ Follow diagrams and written instructions to repair a fault or set up a system
- ☑ Set up new users' accounts and profiles and deal with password issues
- ☑ Respond within agreed time limits to call-outs
- ☑ Work continuously on a task until completion (or referral to third parties, if appropriate)
- ☑ Prioritise and manage many open cases at one time
- ☑ Rapidly establish a good working relationship with customers and other professionals, such as software developers
- ☑ Test and evaluate new technology
- ☑ Conduct electrical safety checks on computer equipment.
- ☑ support the roll-out of new applications

### Guardian International 2009 - 2012

IT ADMINISTRATOR

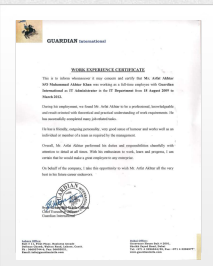
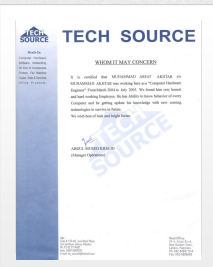
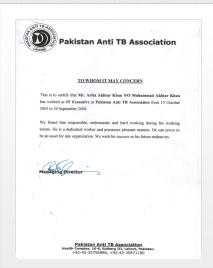
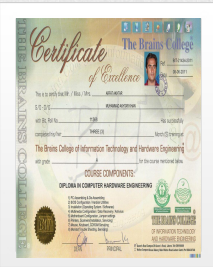
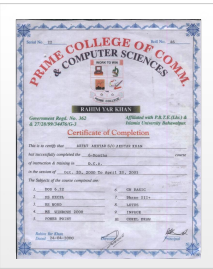
#### Main Activities

- ☑ Troubleshoot hardware, software and network operating system
- ☑ Be familiar with all hardware and software
- ☑ Be familiar with network operating system
- ☑ Provide orientation to new users of existing technology
- ☑ Train staff about potential uses of existing technology
- ☑ Train staff about new and potential use
- ☑ Provide individual training and support on request
- ☑ Provide recommendations about accessing information and support
- ☑ Maintain current and accurate inventory of technology hardware, software and resources

### Pakistan Anti TB Association 2005 - 2008

IT EXECUTIVE

#### Main Activities



- ☒ Troubleshoot all technology issues
- ☒ Maintain log and/or list of required repairs and maintenance
- ☒ Make recommendations about purchase of technology resources
- ☒ Research current and potential resources and services
- ☒ Provide network access to all staff and students
- ☒ Install work stations
- ☒ Connect and set up hardware
- ☒ Load all required software
- ☒ Provide network accounts and passwords as required
- ☒ Monitor security of all technology
- ☒ Install and maintain Firewall and passwords
- ☒ Input and maintain IP addresses
- ☒ Advise staff of security breach and/or change in password or security status
- ☒ Ensure installation of lock out programs
- ☒ Identify and prepare hardware for disposal when appropriate
- ☒ Ensure hardware is stripped and secured before disposal

## Tech Source 2004 - 2005

### COMPUTER HARDWARE ENGINEER

#### Main Activities

- ☒ Computer networks - installing, configuring and maintaining computers in large organisations
- ☒ Desktop support - providing direct user assistance
- ☒ Contract hardware maintenance - working for a business with contracts to maintain and repair computer hardware
- ☒ Provide orientation to new users of existing technology
- ☒ Train staff about potential uses of existing technology
- ☒ Managed hosting providers - ensuring clients websites and applications stay up and running and offering technical support.
- ☒ Provide individual training and support on request

## Professional Skills

- ☒ Computer hardware and software systems and programs
- ☒ Computer networks, network administration and network installation
- ☒ Computer troubleshooting
- ☒ Computer viruses and security
- ☒ E-mail and internet programs
- ☒ YouTube Video Making
- ☒ Drone & Camera Video Graphy
- ☒ Professional Still Photography
- ☒ Video Editing & Mixing All Kind

#### Software

- Photoshop
- Corel Draw
- Dreamweaver
- MS-Office
- Adobe Premier Pro
- Web Development
- Video Editing & Mixing

#### Hardware

- Installation
- Configuration
- Replacing
- Networking
- Data Recovery
- Troubleshooting
- Drone & DSLR Configuration

## Education

### Graduation

#### ARTS SUBJECTS

The Islamia University Bahawalpur

### INTERMEDIATE

#### ARTS SUBJECTS

Board of Intermediate & Secondary Education, Bahawalpur

### MATRICULATION

#### SCIENCE SUBJECTS



Board of Intermediate & Secondary Education, Bahawalpur

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## Profesional Education

### DCA (Diploma Computer Application)

Prime College of Commerce & Computer Sciences, Rahim Yar Khan

### DCHE (Diploma Computer Hardware Engineering)

The Brains College, Lahore

### CCNA Training

Corvit, Lahore

### Conversational English

Elegant Professional & Management Development Training, Dubai

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