

ARFAT AKHTAR KHAN

Fathers Name: Muhammad Akhtar Khan
Address: 186-E, Sheraz Villas, Phase-3, Mian Chowk
Cavalry Ground Ext. Lahore-Pakistan.

Mobile: +92-300-4017196

E-mail: arfatakhtar2026@gmail.com

Date & Place of Birth: 23-03-1982

Rahim Yar Khan, Pakistan

Driving License: Pakistan – LE-19-19078

Driving License: UAE - Dubai - 4016073



OBJECTIVE

I wish to gain professional experience, skills and qualification in a fast growing and dynamic organization and look forward to a challenging national or international career in the field of Information Technology.

EDUCATION

Year	Qualification	Marks / Division	Institution
2025	Graduation	Continue	Board of Intermediate & Secondary Education, Nawabshah.
2021	Intermediate	760/1100	Board of Intermediate & Secondary Education, Nawabshah.
2019	Matriculation	549/850	Board of Intermediate & Secondary Education, Sukkur.

PROFESSIONAL EDUCATION

- **FSDM (Full Stack Digital Marketing)**
IDEOVERSITY, Arfa Kareem Tower, Lahore.
- **DMBC (Digital Marketing Boot Camp Using AI)**
Enablers Insight Pvt Ltd. XX-Block, DHA, Lahore.
- **CCNA Training**
Corvit Systems (Pvt) Ltd. Lahore.
- **Diploma in Computer Hardware Engineering**
The Brains College, Lahore.
- **MCP-INT (Microsoft Certified Professional + Internet)**
Batch of 2000.
- **MCSE (Microsoft Certified Systems Engineer)**
Batch of 2001.
- **DCA (Diploma in Computer Application)**
Prime College of Computer Sciences, Rahim Yar Khan.

PROJECTS

- Design & Develop Web Sites. (WordPress, PHP) Urdu + English.
- Software Developing (Windows Application).
- Networking & Proxy Settings of Net Cafes & Offices.
- Developed Institute Software with Visual Basic.
- Developed Some Video & Audio Player with Visual Basic.
- Computer Repairing & Mobile Repairing.

HOBBIES

Book Reading, Playing Badminton, Boxing, Morning Walk, Watching Science Fiction Movies,

Web-Designing, Reading IT Magazine, Prepared Notes of Information Technology, Web Surfing.

LANGUAGES

English, Urdu, Seraiki, Punjabi, Sindhi.

PERSONAL SKILLS

- Creative Mind Person
- Clear understanding of the Internet and its tools
- Efficient in using Microsoft Word and Excel, Outlook, PowerPoint, InPage (URDU),
- Corel Draw & Adobe Photoshop.
- Good Inter-personal Skills
- Typing Speed 50 WPM
- Network Troubleshooting.
- Cabling regarding networking.
- Windows Installation
- Computer Hardware troubleshooting.
- Computer repairing.
- Internet Connectivity problems.
- Printing/Computer Accessories repairing.
- New Computer/Accessories purchasing.
- Email Incoming/Outgoing issues.
- Email setting on computers/mobiles.
- Website up-gradation/maintenance.
- Toner's refilling/New tonner purchase.
- Data Backup by Weekly from all departments.
- Maintenance of all IT related equipments (Servers, Workstations, Printers, Mobiles).
- All types of Computers or IT related developments, suggestion & working.

PROFESSIONAL SKILLS

- **Office Management** (Official Letters, CVs, Accounts, Urdu + English).
- **Composing & Designing** (Corel Draw, Inpage2000, Photoshop, etc).
- **Networking & Computer Hardware** (Assembling, Networking, Installation & Repairing).
- **Mobile** (Software & Hardware).
- **Programming** (MS-Visual Basic, SQL).
- **Web Designing** (HTML, DHTML, Java Scripts, Urdu + English + Arabic).
- **Animation & Video Editing** (Adobe Premier, Flash, GIF Ani, Xara 3D, Pinnacle Studio, Hollywood FX, Ulead Video Studio, Director, Swish, etc).

PROFESSIONAL EXPERIENCE

- **Real Estate Agent, Graphics Ads Designer and Systems Engineer** in Dubai from 2023 to 2025.
- **IT Officer & Teacher in Elegant Computer Training**, Dubai, from 2019 to 2023.
- **IT Officer in Falcon Consultancy**, Lahore from 2018 to 2019.
- **IT Officer in Haseeb Waqas Group**, Lahore from 2014 to 2018.
- **IT Officer OULIN Pakistan**, Lahore from 2012 to 2014.
- **IT Administrator in Guardian International**, Lahore from 2009 to 2012.
- **IT Executive in Pakistan Anti TB Association**, Lahore from 2005 to 2009.
- **Computer Hardware Engineer in Tech Source**, Lahore from 2004 to 2005.
- **Composer & Designer in Press Market, RYK** (Cards, Broachers, Magazine) 2002 to 2004.
- **IT Officer (Admin Block)** in Sheikh Zaid Hospital, RYK 2000 to 2002.

REFERENCE

References will be furnished if required.

Book No.SSC: LS 00055

Certificate No.SSC: LS 005456

Board of Intermediate & Secondary Education
Sindh - Pakistan



SECONDARY SCHOOL CERTIFICATE ANNUAL EXAMINATION 2019

This is to certify that the candidate bearing following particulars

SEAT NO: 192873

GROUP: GENERAL (PRIVATE)

NAME: ARFAT AKHTAR

DISTRICT: N.FEROZE

F/NAME: MUHAMMAD AKHTAR KHAN

SURNAME: CHANDIO BALOCH

INSTITUTE: 275. GOVT. HIGH SCHOOL, SAEED PUR



has passed the SECONDARY SCHOOL CERTIFICATE ANNUAL EXAMINATION held in the month of APRIL 2019 as a Private candidate and qualified in the following subjects.

COMPONENT-I

1. Urdu & Sindhi Sales or Sindhi & Urdu Sales or English Literature & Urdu Sales / Geography of Pakistan
2. English
3. Pakistan Studies
4. Islamiat/Akhlaqi

COMPONENT-II

1. General Science
2. General Math
3. Civics
4. Islamic History
5. Economics

The candidate obtained "B" Grade by securing 549 marks out of 850 marks.

The Examination was taken by the candidate as a whole / in parts.

His / her date of birth as recorded in the admission form is 23-03-1982
(in words) Twenty-Third March Nineteen Hundred Eighty Two.

Sukkur, Sindh

Dated 15-02-2021

Controller of Examinations

SECRETARY

www.bisesuksindh.edu.pk

SERIAL NO.
HSSC-026979

Board of Intermediate and Secondary Education
Shaheed Benazirabad @ Nawabshah



RollNo: 94751

Group: HUMANITIES-P

STATEMENT OF MARKS
H.S.S.C. EXAMINATION

HSC-II ANNUAL EXAMINATION 2021 HELD IN JULY

NAME: ARFAT AKHTAR
FATHER'S NAME: MUHAMMAD AKHTAR KHAN
SURNAME: CHANDIO BALOCH
INSTITUTE: 518. GOVT HIGHER SECONDARY SCHOOL SAEEDPUR
DISTRICT: NAUSHAHRO FEROZE



F

SUBJECTS	MAX MARKS	MIN MARKS	OBT. MARKS	REMARKS
ENGLISH-I	100	33	70	
URDU SALIS	100	33	70	
ISLAMIAT	50	17	35	
CIVICS-I	100	33	70	
ISLAMIC HISTORY-I	100	33	70	
ISLAMIC CULTURE-I	100	33	70	
ENGLISH-II	100	33	70	
URDU-II	100	33	70	
PAKISTAN STUDIES	50	17	35	
CIVICS-II	100	33	70	
ISLAMIC HISTORY-II	100	33	60	
ISLAMIC CULTURE-II	100	33	70	
	1100		760	

OBTAINED MARKS (INWORDS): SEVEN HUNDRED SIXTY

RESULT: Pass

PERCENTAGE:69.09%

DATE OF ISSUANCE: 01-Nov-2022

GRADE: B

The regular and private candidates promoted/declared pass due to the outbreak of COVID-19 pandemic and the marks awarded for SSC / HSC Annual Examination 2020 (Part I & II) is the best prediction of candidates' performance and formula and guidelines approved vide (amended) Act of 2020 adopted by the Sindh Board of Technical Education and Sindh Education Boards and recognized by the Inter Boards Committee of Chairmen (IBCC) and policy declared by Govt. Sindh Notification No.S.O(A&T) SE&LD/9-3/2020 Date :18-06-2021.

Prepared By

Checked By

Controller of Examinations



Certificate of Merit

This is to certify that Arfat Akhtar has attended and completed the CCNA Training course held by Corvit Systems from 27th June, 2011 to 13th Aug, 2011

We wish him/her all the success in his/her career.

Kashif ul-Haq

Kashif-ul-Haq

Haroon Ahmed

Haroon Ahmad Malik



14-C-III, Gulberg-III, Lahore-Pakistan. Ph: 042-35762401-2 URL: www.corvit.com

Certificate of Excellence

The Brains College®



Ref. BIT-21434-2011

Date. 08-06-2011



This is to certify that Mr. / Miss / Mrs. ARFAT AKHTAR S/O - D/O MUHAMMAD AKHTAR KHAN with Bit. Roll No. 11368 Has successfully completed his/her THREE (3) Month (S) training at **The Brains College of Information Technology and Hardware Engineering®** with grade A for the course mentioned below.

COURSE COMPONENTS:

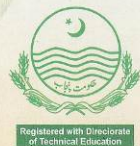
DIPLOMA IN COMPUTER HARDWARE ENGINEERING

- 1) PC Assembling & De-Assembling
- 2) BIOS Configuration / Hardisk Utilities
- 3) Installation (Operating System / Softwares)
- 4) Multimedia Configuration / Data Recovery / Antivirus
- 5) Motherboard Configuration, Jumper settings
- 6) Printers, Scanners(Installation, Servicing)
- 7) Mouse, Keyboard, CDROM Servicing
- 8) Monitor(Trouble Shooting, Servicing)



DEAN

PRINCIPAL



THE BRAINS COLLEGE
OF INFORMATION TECHNOLOGY AND HARDWARE ENGINEERING

Queen's Road Campus: 26-Queen's Road, Lahore. Tel: 6361988-89
Walton Campus: Ghouse Bakery Main Walton Road Lahore Cantt. Ph: 6664387-88



Certificate of Excellence



Microsoft Certified
Professional

+ Internet

ARFAT AKHTAR

Has **successfully** completed the **requirements**
to be recognized as a

Microsoft Certified Professional + Internet

Microsoft

Signed by *Bill Gates*

Certificate of Excellence

Microsoft
CERTIFIED
Systems Engineer

ARFAT AKHTAR

has **successfully** completed the **requirements** to be recognized
as a **Microsoft Certified Systems Engineer on Microsoft Windows 2000**

Signed by *Bill Gates*

Serial No. 22

Roll No. 46

PRIME COLLEGE OF COMM. & COMPUTER SCIENCES



RAHIM YAR KHAN

Government Regd. No. 362
& 27/28/99/34476/G-3

Affiliated with P.B.T.E. (Lhr.) &
Islamia University Bahawalpur.

Certificate of Completion

This is to certify that ARFAT AKHTAR S/O AKHTAR KHAN
has successfully completed the 6-Months course
of instruction & training in D.C.A.
in the session of Oct. 20, 2000 To April 20, 2001

The Subjects of the course completed are:

- | | |
|---------------------------|-----------------------|
| 1. <u>DOS 6.22</u> | 6. <u>GW BASIC</u> |
| 2. <u>MS EXCEL</u> | 7. <u>Dbase III+</u> |
| 3. <u>MS WORD</u> | 8. <u>LOTUS</u> |
| 4. <u>MS WINDOWS 2000</u> | 9. <u>INPAGE</u> |
| 5. <u>POWER POINT</u> | 10. <u>COREL DRAW</u> |

Rahim Yar Khan
Dated 24-04-2000

Director

Principal



GUARDIAN International

WORK EXPERIENCE CERTIFICATE

This is to inform whomsoever it may concern and certify that **Mr. Arfat Akhtar S/O Muhammad Akhtar Khan** was working as a full-time employee with **Guardian International** as **IT Administrator** in the **IT Department** from **18 August 2009** to **March 2012**.

During his employment, we found Mr. Arfat Akhtar to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. He has successfully completed many job related tasks.

He has a friendly, outgoing personality, very good sense of humour and works well as an individual or member of a team as required by the management.

Overall, Mr. Arfat Akhtar performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that he would make a great employee to any enterprise.

On behalf of the company, I take this opportunity to wish Mr. Arfat Akhtar all the very best in his future career endeavors.


Syed Rehman Bin Wazir Gillani
Chief Executive Officer
Guardian International

Lahore Office:
Suit # 11, First Floor, Business Arcade
Defence Chowk, Walton Road, Lahore, Cantt.
Ph : 36603744-6, Fax: 36602021,
Email: info@guardianintls.com

Dubai Office:
Grosvenor House Suit # 2001,
Sheikh Zayed Road, Dubai
Tel: +971 4 3296944/55, Fax: +971 4 3296977
www.guardianintls.com



Pakistan Anti TB Association

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Arfat Akhtar Khan S/O Muhammad Akhtar Khan** has worked as **IT Executive** at **Pakistan Anti TB Association** from 15 October 2005 to 30 September 2008.

We found him responsible, enthusiastic and hard working during his working tenure. He is a dedicated worker and possesses pleasant manner. He can prove to be an asset for any organization. We wish his success in his future endeavors.


Managing Director

Pakistan Anti TB Association
Health Complex, 16-K, Gulberg III, Lahore, Pakistan.
+92-42-35756986, +92-42-35871180



TECH SOURCE

Deals In:

Computer Hardware,
Software, Networking,
All kind of Accessories,
Printers, Fax Machine,
Copier, Sale & Services,
Office Products.

WHOM IT MAY CONCERN

It is certified that MUHAMMAD ARFAT AKHTAR s/o MUHAMMAD AKHTAR was working here as a "Computer Hardware Engineer" From March 2004 to July 2005. We found him very honest and hard working Employee. He has Ability to know behavior of every Computer and he getting update his knowledge with new coming technologies to survive in future.

We wish best of luck and bright future.

u/ Khalid
ABDUL MUEED KHALID
(Manager Operations)

Lab:
Suite # 120-MZ, Land Mark Plaza,
5/6 Jail Road, Lahore, Pakistan.
Ph: 92 42 5714687
Mob: 0300 4340078
E-mail: tec_source3@hotmail.com

Head Office:
29-A, Aibak Block,
New Garden Town,
Lahore, Pakistan.
Ph: 042-5888115-6
Fax: 042-5889698