

ARFAT AKHTAR KHAN

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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
2004	Graduation	2nd Div 381/800	Islamia University, Bahawalpur.
2002	Intermediate	2nd Div 629/1100	Board of Intermediate & Secondary Education, Bahawalpur.
2000	Matriculation	1st Div 580/850	Board of Intermediate & Secondary Education, Bahawalpur.

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.