



Subhan Ali Shakir

IT Support Officer

RESUME

D.O.B.: 12 Aug 1986
Citizenship: Pakistan
Address: Manawala, Faisalabad Pakistan
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EDUCATION

Intermediate in Computer Science
 Municipal Degree College Faisalabad 2004
Matriculation
 B.I.S.E. Faisalabad 2002

CERTIFICATIONS

✓ Diploma in IT- 2002
 ✓ 6 Month Graphic Designing - 2007
 ✓ 3 month 3D Studio Max - 2007
 ✓ Online Business Development - 2009

EXPERIENCE

2010 – Present

IT Solutions Provider

AR Computers Faisalabad

Providing IT Solutions for:

- Installing, Configuring, Diagnosing and Solving Software Hardware & Networks.
- Hardware Repairing.
- Replacement of Parts.
- Data & Virus Protection.
- Data Recovery (Using Software)
- Web Research

ADDITIONAL IT SKILLS

- MS Office
- Urdu Inpage
- AutoCAD
- Corel Draw
- 3D Studio Max
- Corel Video Studio
- Adobe Premier
- Swish Max
- Networking
- Web Research
- Web Business Promotion
- Internet Economy
- Web Page Promotion
- Web 2.0
- 3rd Party Advertisement
- Photoshop (Basic)

2010 – 2013

IT Support Officer

Nagra Textiles Faisalabad

Responsibilities in Nagra Textiles

- Installing, Configuring, Diagnosing and Solving Software Hardware & Networks.
- Stock of Equipments .
- Data Processing.
- Timely Respond to Call-outs.
- Test & Evaluate New Technology.

PERSONAL SKILLS

Communication



Team Coordination



Under Pressure Performance



Work Stamina



2005 – 2010

IT Support Officer

Rajgir Associates Faisalabad

Responsibilities in Rajgir Associates

- Installing, Configuring, Diagnosing and Solving Software Hardware & Networks.
- Architectural Drawings Checking.
- Electrical Safety Check.
- Roll-out of New Applications.

HOBBIES

- My Work is My Hobby. 😊