

Name: Muhammad Numan

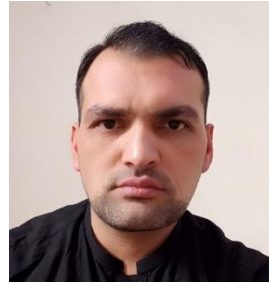
Nationality: Pakistani

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Iqama profession transferable



Professional summery

Computer operator

Highly skilled and reliable Computer Operator with over 5 years of experience in monitoring and maintaining server operations, data backups, and system performance. Proven ability to troubleshoot and resolve hardware and software issues efficiently to ensure uninterrupted system uptime. Proficient in Windows Server and Linux environments, and dedicated to maintaining data integrity and operational efficiency. Detail-oriented and proactive individual with a strong foundation in computer science and a foundational understanding of operating systems and network protocols. Eager to apply a diligent work ethic and quick-learning ability to a computer operator role. Skilled in Microsoft Office Suite and familiar with basic hardware maintenance and system monitoring.

- **Experience:**

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- Monitor computer systems and networks for optimal performance.
- Perform troubleshooting activities to diagnose and remediate technical problems.
- Provide technical assistance and support to users via phone and email.
- Ensure all user accounts are up to date and secure against unauthorized access.
- Install and configure hardware and software.
- Test software and hardware to ensure compatibility and functionality
- Monitored computer systems and networks to ensure optimal performance.

- Troubleshoot hardware and software issues in a timely and efficient manner.
- Provided technical support and assistance to users via phone and email.
- Installed and configured hardware and software according to company policy.
- Test software and hardware to ensure compatibility and functionality.

Education:

graduate in computer science

Abdul Wali khan university Mardan Pakistan

Work experience

: AS A computer operator working in a construction company SANS in Abha 2 years
Currently working as a supervisor in food delivery company keta

Skills

- Basic understanding of computer operation
- MS office
- Familiar with Microsoft Office applications
- Excellent communication skills
- Attention to detail
- Ability to work independently and in a team environment
- Software Troubleshooting
- Debugging & Problem Solving
- Data Entry & Management
- Documentation & Reports
- E commerce
- Internet and email

- Human resource management
- Computer system operation
- System monitoring
- Data entry
- Problem solving
- Technical troubleshooting
- Analytical skills
- Customer service
- Team management

Responsibilities

- Monitor and maintain systems operations
- Ensure correct functioning of computer systems
- Provide technical assistance to users
- Perform software updates
- Monitor and resolve system and network issues
- Backup system data daily
- Troubleshoot hardware and software issues
- Computer System Operation
- Computer Software Applications
- Troubleshooting Hardware, Software and Network
- Configuring and Maintaining Computer Systems
- Data Entry
- Setting Up and Monitoring Computer Processes
- Time Management
- Problem- Solving
- Teamwork

- Ensure proper operation of computer equipment and systems
- Monitor operation of computer systems and applications
- Troubleshoot hardware, software and network- related issues
- Install and configure computer systems and applications
- Perform data entry and maintain data accuracy
- Set up and monitor computer processes
- Schedule and prioritize tasks
- Provide technical support to users
- Maintain and update system documentation
- Remain up- to- date on emerging technologies

Soft skill

- **Communication:** Excellent verbal and written communication skills.
- **Teamwork:** Ability to work effectively in a team.
- **Problem-solving:** Capable of developing innovative solutions.
- **Adaptability:** Comfort with rapid changes in the workplace.
- **Leadership:** Proven ability to lead groups towards a common goal
- **Time Management:** Prioritizing tasks efficiently to meet deadlines without compromising quality.
- **Leadership:** Inspiring and guiding team members towards achieving a common vision.

Languages

English

Arabic

Urdu

Pushto

References

Available upon request.