

Salman Khan

IT Support

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UAE



CAREER OBJECTIVE:

I want to be a part of an organization in which my ideas can groom further, and I can get the knowledge of leading Technologies to become the effective part in the field of IT and play a vital role in the future corporate world.

CAREER PROFILE/SKILLS:

- ❖ Professional with Three years of experience in providing rapid and excellent services to end users.
- ❖ Hands-on experience with configuring and daily operations of Office 365 services, ie. MS Word, Excel, PowerPoint, and Outlook. Emails, Office 365, Skype for business, Archive PST, OneDrive.
- ❖ Installation, Configuration, and Management of Wireless Routers and Access Point.
- ❖ Arranging flights, insurance and accommodation using a booking system to secure holidays.
- ❖ Collecting and processing payments advising clients on travel arrangements, e.g. visas and passports. And embassy file filling.
- ❖ Sending out tickets to clients keeping clients up to date with any changes.
- ❖ Visa form filling Six month experience and typing center UAE

PROFESSIONAL WORK EXPERIENCE:

Organization: **EDUCARE FOREIGN EDUCATION CONSULTANCY PVT. LTD**

Tenure: Feb 2016– March 2019

Designation: **Computer Operator**

Responsibilities:

Concepts Consultant: Human Resources & Travel

- ❖ Provided IT supports to all Staff members. Managed Wi-Fi network. Installation of OS, software
- ❖ Networking installation Implementation and troubleshooting.
- ❖ Backup emails, Active Directory, Microsoft Servers, and other important stuff on regular basis.
- ❖ Arranging flights, insurance and accommodation using a booking system to secure holidays.
- ❖ Collecting and processing payments advising clients on travel arrangements, e.g. visas and passports. And Embassy file filling.
- ❖ Sending out tickets to clients Keeping clients up to date with any changes
- ❖ Internet Browsing Fax & Email.
- ❖ Four year working experience as Front Desk Officer in Malik Travels Agency.
- ❖ Computer Skills, Airline ticketing, Software Installation. Adobe Photoshop.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
BS COMPUTER SCIENCE	UNIVERSITY OF SWAT	2016
FSC	BOARD OF INTERMEDIATE SWAT	2012
SSC	BOARD OF INTERMEDIATE SWAT	2010

Trainings/ ADDITIONAL SKILLS:

MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)

Project University Project Online Hotel Reservation system for guest house

WORK AND TRAININGS

Organization: Educare foreign consultancy PVT. LTD

Tenure: August 2015 to 2019

Designation: Computer operator

Responsibilities:

- ❖ Managed Different Microsoft Servers i.e. Domain Controller File Server, Print Server.
- ❖ Complete Setup for Server Room as per required standards. Installing, configuring and monitoring in Schools in Pakistan,
- ❖ Installing new hardware (servers, printers, scanners, computers, workstations, etc.
- ❖ Installation of WIFI access points and routers
- ❖ All embassy online Visa file filling
- ❖ Typing center work six month UAE
- ❖ Computer Skills
- ❖ Software Installation

PERSONAL INFORMATION:

Name Salman Khan

Date of Birth 04/01/1994

Passport No SG4137952

Visa status Visit visa

Language Urdu, English, Pashto.

Nationality Pakistani

