


# TALHA SHAHBAZ

Desktop support Engineer

 Dubai, United Arab Emirates

Visit Visa Status Expiry: 31-Dec-2020



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29 OCT 1996

Talha shahbaz



## Expertise

Planning & Leadership	IT Administration	Object ORIENTED METHDOLOGIES	ERP Customization
SDLC Strategy	Mobile & Cloud Solutions	Global project management	MS Windows Server
Solutions Engineering	Testing & Optimization	QA	Project planning

## INDUSTRIAL PROFILE

**Fauji Fertilizers Pvt. Ltd** Pakistan  
Chemical company,  
Which produces chemical fertilizer.

**Desktop Support Engineer**

Nov-2018 to Dec-2019

### Objective

A dedicated certified software engineer with 1 year of experience and multilingual skills seeks to join your growing organization as a desktop support engineer. I am proficient in a variety of Project management software including programs for office administration and CRM. Competent in prioritizing, organizing and working with little supervision. Willing to relocate anywhere.

## KEY AREAS OF EXPERIENCE

### Fauji fertilizers (Pvt.) Ltd (Pakistan)

### Desktop support Engineer

- Configure antivirus software to fully protect IT environment.
- Monitor the performance of the computer systems and address issues as they arise.
- Provide technical support for software reconfigurations to aid in function customization.
- Test software performance throughout the desktop network to ensure peak performance.
- Install computer hardware and software on desktops to keep versions current.
- Initiate and complete Microsoft Windows server operating system updates.
- Network with LAN/WAN and active directory for continuous company connection.

## WORKSHOPS & SEMINARS

Attended Smart tech workshop by IEEE (Institute of Electrical and Electronics Engineers).

## SKILLS

- Certified Administrative Professional (CAP).
- SQL certified (MCSA).
- Excellent communication skills.
- Well versed with different office administration software for Customer Relationship Management (CRM) database, time management, spreadsheets, desktop publishing, notetaking and visual presentations
- Organized multitasker
- Can work efficiently under pressure
- Dedicated; willing to work extra hours, overtime, weekdays and holidays.

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## PROFESSIONAL QUALIFICATION

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<b>BS Software Engineering</b> <i>(2014 - 2018)</i>	<b>Superior University Lahore, Pakistan</b>
<b>Higher Secondary School</b> <i>(2012 - 2014)</i>	<b>Lahore Board, Pakistan</b>
<b>Secondary School</b> <i>(2010 - 2012)</i>	<b>Lahore Board, Pakistan</b>

## PERSONAL PROFILE

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• Date of Birth	29/10/1996
• Marital Status	Single
• Nationality	Pakistani
• Languages	Urdu, English, Punjabi
• Passport No	QF5158911