MIRMUQTADARALIKHAN

Computer operator

Work experience:

*Work*Experience:Cambridge primary and High school

Computer Operator Job Responsibilities:

Provides data by operating a computer.

Question paper typing equations exam and test papers

Determines sequence of operations by studying production schedule.

Performs defined tasks per documented instructions/processes.

Prepares equipment for operations by accessing software in computer.

Makes appropriate changes to the documentation, as needed.

Monitors and manipulates daily system jobs.

Starts operations by entering commands.

Maintains operations by monitoring error and stoppage messages, observing peripheral equipment,

and making adjustments in the process.

Generates reports from batch jobs and distributes to end-users.

Maintains incident logs for all monitored systems.

Resolves user problems by answering questions and requests.

Ensures operation of equipment by completing preventive maintenance requirements and tests and

 following manufacturer's instructions.

Troubleshoots malfunctions.

Continuously monitors and reacts to IT operations processing schedule.

Responds to incoming telephone calls, email, and voice mail inquiries from internal customers

(within IT department) regarding computer-related problems.

Maintains client confidence and protects operations by keeping information confidential.

Contributes to team effort by accomplishing related results as needed.

AcademicDetails&OtherProfessionalCourses

- **Bachelor of Commerce,** B.Com from Gulbarga University, Gulbarga, Karnataka in theyear2008.
- **CertifiedPGDiplomainSupplyChainManagement.**
- **Executive MBA in logistic and supply chain NIBM institute manage**

Information&TechnologySkills:

- **Erp software:** Integrated, multi company, Multi Branch, Multi locations accounting,coupled with advanced inventory management features such as kitting, multiple units ofmeasure, item color and sizes and more provide you the flexibility to better manage yourinventory.
- Expertise inoperationofMicrosoftWord,Excel,and Powerpoint
- ComputerizedAccountingPackage,TALLY.
- Internet&EmailTransmissions(OutLook)

Languages Known:

- English,Hindi,Urdu (fluent)&   Arabic(workrelated)

PersonalDetails:

DOB   :17/05/1985.
Gender   : Male
Nationality   : Indian

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