

BABAR RAJPOOT

Contact#: +0506873702



PERSONAL PROFILE:

I have strong technical skills as well as excellent interpersonal skills. I am eager to be challenged in order to grow and improve my communication and professional skills gained through previous experiences in the sector.

CAREER OBJECTIVE:

I like to work in competitive, comprehensive, innovative and congenial environment where I can take advantage of my knowledge, ideas and enthusiasm to produce high quality products.

ACADEMIC BACKGROUND:

DEGREE	PASSING YEARS	BOARD / INSTITUTE
Matriculation	2013	Lahore Board
F.A	2015	Lahore Board

OTHER QUALIFICATION:

03 Months Diploma in Office Management from Mushtaq & Sons Associates
03 Months Diploma in Basic I.T from VTI

EMPLOYMENT:

To till Working in Emirates Flight Catering (EKFC3) ASL department Sponser by Trans Guard Group LLC

01 Year Experience as an Marketing in Paramount Communication

03 Years Experience as a Computer Operator in Mushtaq and Sons Lahore

01 Year Experience as a Security Guard in Mushtaq and Sons Pharma Plus Lahore

TYPING SPEES:

- Urdu 70
- English 75

EMPLOYMENT:

- Monitoring the operation of various servers, hosts systems and network components
- Organising the data Centres security and maintenance requirements
- Communicating with system users to identify, explain and resolve problems
- Resolving user problems by answering questions and requests
- Performing all data processing duties in an accurate and timely manner
- Diagnosing and correcting equipment malfunctions
- Using a computer console to process and complete jobs
- Carrying out regularly scheduled uploads or downloads of data
- Operating and maintaining computer associated peripheral equipment
- Ensuring that all data is secured and there are no breaches of confidentiality
- Maintaining records of computer and system downtime

HOBBIES AND INTERESTS:

Reading Books & Novels

Playing Cricket

SKILLS LIST:

INTERPERSONAL SKILLS

Deals effectively with a wide variety of people

Handles conflict successfully

TEAMWORK SKILLS

Ability to work effectively in a team setting

Able to motivate team members to greater success

COMMUNICATION SKILLS

Speaks persuasively and articulately

Listens carefully and accurately

LANGUAGES:

Urdu, English, Punjabi

CERTIFACATES:

I have SIRA Certificate (Physical & Fitness) approve by Dubai Police

Fire Fight , First aid , basic Life Safety,

PERSONAL INFORMATION:

Name	BABAR RAJPOOT
Father's Name	Hayat Muhammad
CNIC No	35202-6978133-3
Passport No	AV9531331
Religion	Islam
Marital Status	Single
Nationality	Pakistani
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Address	House No 238 Block No 5 Sector D-II Green Town Lahore