

# SAROOP KUMAR

Dubai -UAE

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## Personal Details

Nationality : Pakistan  
Date of birth : 05/08/1996  
Marital Status : Single  
Gender : Male  
Visa Status : Visit Visa  
Passport no : GA4229271

## Personal Strength

- Self-motivated and able to learn on own initiative
- Posses' excellent communication and inter – personal skills
- Collaborate easily with co – workers and work well independently
- Ability to work in a fast – paced intense environment smoothly
- can work under – pressure and minimum supervision

## Education details

- ✓ BSC Graduate passed (52%) in Shah Abdul Latif University Khairpur
- ✓ M.A English literature in University of Sindh

## Languages

- ✓ English
- ✓ Urdu
- ✓ Sindhi
- ✓ Hindi

## summary

Aspiring to work in a competitive environment where I can fully utilize my experience, skills and abilities and also keep gathering knowledge and experience. I am motivated to achieve the goal of your esteem organization.

## WORK EXPERIENCE

- Worked as a Computer Operator in Sindh Education of Foundation Pakistan for 02 years

## DUTIES AND RESPONSIBILITIES

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance.
- Maintaining supply inventory.
- Ms Office, Power Point, Word, Excel

## DECLARATION

I hereby declare that above information is correct to the best of my knowledge. I will do my job perfectly and with sincerity to the concern.

**SAROOP KUMAR**