**OBJECTIVE**

**CONTACT**

+92-332-3996271

+92-346-2207671

zafarullahjani@gmail.com

**CONTACT**

+92-332-3996271

+92-346-2207671

Seeking for an opportunity to challenging career in a leading and progressive organization to better achieve its goals to the best of my capabilities in utilization of Computer and Communication Technologies to win over the confidence to my seniors with due satisfaction of job.

**TECHNICAL SKILLS**

* Report Writing & and Correspondence
* Others

**PERSONAL DETAIL**

Father’s Name : Mir Muhammad Memon

Date of Birth : 12-03-1987

C.N.I.C # : 41303-0506568-9

Passport # : BD5525682

Address : H. No. 20 near Educators School 1st Street Mir Colony TandoJam District Hyderabad Sindh Pakistan.

**HOBBIES**

* Reading Books,

Newspaper

* Watching TV
* Playing Games

**ACADEMIC QUALIFICATION**

**M.A (Economics)** from University of Sindh Jamshoro in the Year 2016.

**B.A** from University of Sindh Jamshoro in the Year 2013.

**D.A.E (C.I.T)** from Sindh Board of Technical Education Karachi in the Year 2013.

**Intermediate** from BISE Hyderabad in the Year 2004

**Matriculation** from BISE Hyderabad in the Year 2002

**DIT** from Al-Noor Academy of Computer Science in the Year 2002

**COMPUTER SKILLS**

**Operating Systems:**

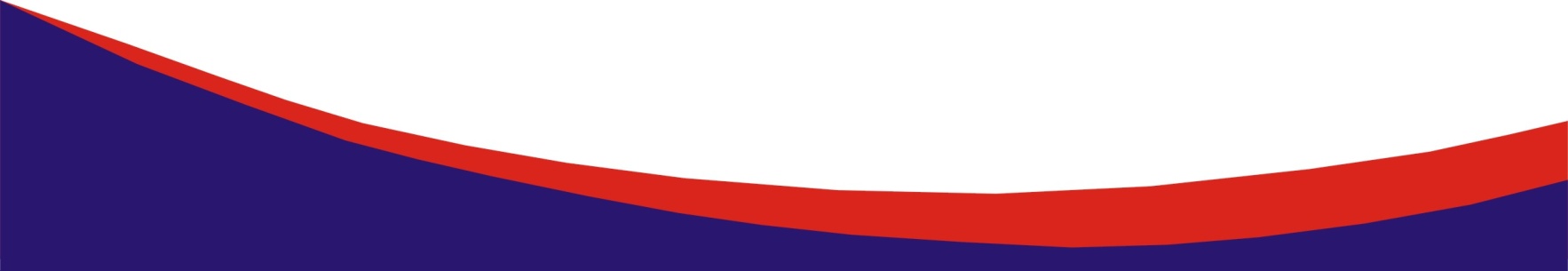
* Windows ME, Windows XP, Windows Vista, Windows 7 and to how know about Linux (Red hat)

**Software / Applications:**

* Microsoft Office, Corel Draw and others

**Core Competencies**

* Antivirus Installation and Virus Detection
* Appropriate Driver Search and Installation
* Data Recovery
* Installation & Maintenance & Troubleshooting of Hardware, Software, Network Support, data backups & other peripheral too all Workstations, Standalone systems as well as Notebooks.



* Installation & Configuration of Local / LAN Printers.
* Adding Local Users to power/Admin: user & other Configuration of System.

**LANGUAGES**

* English

(Read, Write & Speak

Fair)

* Sindhi

(Read, Write & Speak

Native)

* Urdu

(Read, Write & Speak

Fluent)

**EXPERIENCE**

* At present I am working as a Representative & Deputy Project Coordinator with Digital Bhaijaan Networks JV HCS Pvt. Limited in the Project of SAGP Call Center Modernization of Agriculture Extension Service by Introducing ICT based Technologies (Design, Supply & Installation) at Shahbaz Building Hyderabad one year project tenure starts from February 2020.
* Worked as an Admin Manager with job description Handling Office Matters, Managing Office Administration, Preparing Bidding Documents, Discussing Technical/Financial matters with Managing Director in ZamZam Enterprises Government Contractor from 06-09-2017 to 31-01-2020.
* Worked as a Micro Finance Officer with job description, 1) Contact companies or people to ask if they need a loan, 2) Meet with loan applicants to gather personal information and answer questions, 3) Explain different types of loans and the terms of each one to applicants, 4) Obtain and verify financial information, such as the applicant’s credit rating and income level, 5) Analyze and evaluate the applicant’s finances to decide if the applicant should get the loan, 6) Approve loan applications or refer them to management for a decision, in The First Microfinance Bank from 28-02-2017 to 02-05-2017.
* Worked as a Data Processing Assistant with job description Maintain the daily base reports and Office records etc, Installation & Maintenance & Troubleshooting of Hardware, Software, Network Support, data backups & other peripheral, Files material into proper location, Installation, Configuration & Troubleshooting of Windows XP, Maintain inventory of Computer Hardware and Software, Installation & Configuration of Local / LAN Printers, Run application in Multimedia/Projector also done the setting, Assists with other work processing or other tasks as needed in Alkemy Pharmaceutical Laboratories (Private) Limited from 03-04-2013 to 10-09-2014

**REFERENCE**

According to your demand.

* Worked as a Data Entry Operator with job description smooth counter activity, data entry of all schemes and account through system generated tools, Installation of Hardware, software and troubleshooting of system problems, Maintenance inventory of computer hardware and software, trained staff in the use of computer systems, configuration and maintaining network switches, routers and servers that supported a wide area network, Installation & Troubleshooting of Windows and Red hat (Linux) Operating System, SQL 10g and PostgreSQL Server in National Savings Centre, Government of Pakistan and Ministry of Finance from 29th October 2010 to 28th February 2013.