

Nizam Akhtar

Personal Information

Father's Name..... Ameer Bakhsh
Date of Birth..... 15/11/1996
N.I.C #..... 32304-5315747-1
Address..... Bosan Road Multan
Marital status..... Single
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Objective

I would dedicate myself towards the achievement of Organization Objective.

Computer & Others Skills

- ❖ **MS Office** (Word, Excel, Power Point) + Adobe Photoshop & Corel Draw
- ❖ **ERP(Expert)**
- ❖ Oracle (SQL)
- ❖ Server + Client Sitting
- ❖ Software complete training + Deployment
- ❖ Internet & Email
- ❖ Software, Windows installation
- ❖ Trouble Shooting
- ❖ Printer, Scanner connectivity + Network Sharing
- ❖ Computer Software support
- ❖ Oracle Software Installation (Developer6i, Patches & 10G)
- ❖ Outlook Configuration

Experience

Nov-2021 to Present: System Support Executive Chaseup Shopping City Multan

- ❖ Run All Computer tasks.
 - ❖ Maintain different types of Software related to the operation work.
 - ❖ Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
 - ❖ Monitoring and maintaining computer systems and Software.
 - ❖ Providing technical support across the company (this may be in person or over the phone).
 - ❖ Repairing and replacing equipment as necessary
 - ❖ Testing new technology
 - ❖ Possibly training junior staff.
 - ❖ Responding in a timely manner to service issues and requests.
- ❖ The ability to priorities tasks.

Dec- 2019 to Nov-2021: IT Officer Genie Clique Software House Multan

- ❖ Daily Reporting to Director
 - ❖ New Software Testing
 - ❖ Develop guidelines for system implementation.
 - ❖ Develop performance metrics or standards related to information technology.
 - ❖ Coordinate project activities with other personnel or departments.
 - ❖ Read documents to gather technical information.
 - ❖ Estimate time or monetary resources needed to complete projects.
 - ❖ Train others in computer interface or software use.
 - ❖ Coordinate software or hardware installation.
 - ❖ Incident management consolidates, manages, and prioritizes incoming tickets.
 - ❖ Change management to plan, review, and implement changes quickly and successfully.
 - ❖ Install, upgrade, and manage database applications.
 - ❖ Diagnose and troubleshoot Software errors.
 - ❖ Be available for on-call support as needed.
- ❖ testing and modifying Software to ensure that they operate reliably
 - ❖ providing user training, support and feedback
- ❖ Define users and enable data distribution to

Academic Record

Education	Subjects	Institute	Passing
BSIT	Information Technology	Muhammad Nawaz Sharif University of Agricultural Multan	2018
FSC	Science	Govt. Higher Secondary School Shahjmal.	2014
Metric	Science	Govt. Higher Secondary School Shahjmal	2012

Language:

- ❖ English, and Urdu

References:

- ❖ Will be furnished on demand