



Muhammad Ehtesham Murtaza

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PROFESSIONAL SUMMARY

Skilled IT Professional well-versed in running and testing machines such as desktops, peripheral devices and servers. Adept at generating reports, documenting changes and updating logs. Offering 2 years of related experience. Experienced in server monitoring, troubleshooting and technical support. Able to install updates, check permissions and verify details. Detail oriented and systematic with organized approach and positive attitude.

WORK HISTORY

COMPUTER OPERATOR & TEACHING, 01/2021 – 12/2022

The Educators School (TE-PMC), Karachi

- Planned class lessons and generated new materials to promote CIT development.
- Ran various machines such as desktops, printers and sorters.

COMPUTER OPERATOR 01/2023 – CURRENT

The Educators School (Malir Campus), Karachi

- Ran various machines such as desktops, printers and sorters.

SKILLS

- Experience in MS-Office.
- Graphic Designing
- Good Team player and also have ability to work independently
- Adaptive to learn new technologies.
- Problem solver.
- Time Management
- Operating systems
- System monitoring

EDUCATION

Govt. Superior Science & Commerce Collage, Karachi

A-Levels: Commerce

COURSES

CIT, The Proficient Academy (August 2017 – February 2018)

UI/UX Design, Aptech Metro Star Gate (August 2022 – November 2022)

Web and Mobile App Development, Saylani Mass IT Training Program

(December 2022 – Present)

LANGUAGES

Urdu: A1

Urdu: Native Language

English: B2

Beginner