



UZAIR -IFTIKHAR

IT Specialist, Computer Operator & Administrator

Address: Abu Dhabi, UAE

Vissa Status: Visit Vissa

Cell: 0561429355

Personal Info:

S/O Iftikhar Ahmed Khan
Passport # DA1570231
NTN / CNIC: 82303-2110023-3
Gender: Male
Nationality: Pakistani
Status: Single
D.O.B: 14-08-2003
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Passport Details:

Issue Date: 24-Aug-2022

Expire Date: 23-Aug-2032

Skills

Certified Information Technology

Fundamental of Computers

Computer Hardware & Trouble Shooter
Computer Software
Windows installation & Trouble Shooting
Installation / uninstallation with Crack
Internet Security & Browsing

MS Office Management

MS Word For Documents

MS Excel for making Account Spared Sheet

MS Power Point For making presentation slide Show.

MS Out Look for managing mail direct on desktop

Objective

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself. To utilize my technical and management skills for achieving the target and developing the best performance in Company.

WORK EXPERIENCE

Administrator and IT Specialist at EVS Islamabad Pakistan Campus.

www.evsllearning.com January 2020 – Oct 2022

Working as an admin officer at full time handle administrative tasks like answering telephone calls, scheduling meetings, preparing reports and filing documents also responsible for managing inventory, maintaining company records, handling budget and office reporting, invoicing and providing customer service. Also done all jobs of IT like Website updating, queries manage etc.

As a Team Lead Social Media Specialist at AR Raheem Motors.

www.arraheemmotors.com June 2019 – to Jan 2020

Hire as a Web Developer on Part Time, Maintain and control the flow of Clients on website also Management of Social Media accounts Strong Concepts of Audience interaction and Google Ads.

As a Social Media Management at Sky Exchange Company PVT LTD.

www.skyexchange.com.pk Jan 2020 – May 2020

Hire as a Social Media Manager on contract, Management of Facebook Page, Instagram, LinkedIn, Twitter, WhatsApp, and Email Custer & SMS Custer also managing the Website & Web Updating. Hourly Update the Currencies Rate according to the Market on Website.

As a Computer Operator Daily Panah News at Pakistan.

www.dailypanah.com January 2018 – April 2019

News updates on daily bases on web also posts on social media Platforms and boosting, engaging the post for maximum targeted people. Social media marketing on Facebook, Instagram, YouTube channel, LinkedIn, Twitter, WhatsApp, Email Custer & SMS Custer also managing the Website, content Writing & social media wing development.

Social Media Management

Facebook
Instagram
Twitter
LinkedIn
YouTube
Telegram
WhatsApp
SMS Custer
Mail Custer

Contact:

PHONE/WhatsApp
+92 317 920 8294

EMAIL:

gmuzairkhan@gmail.com

Online Portfolio:

<https://www.smartr.me/me/uzairiftikhar>

Facebook:

www.facebook.com/uzairkhansuduzai

Instagram:

www.instagram/uzairkhanexplorer

LINKED IN:

www.linkedin.com/in/uzairkhanexplorer

Twitter:

www.twitter.com/uzairkhansduzai

Telegram:

[UZAIR_KHAN6374](https://t.me/UZAIR_KHAN6374)

Fiver Account:

www.fiver.com/uzairkhan129i5y

INTERESTS

Blogging,
Horse Riding,
Browsing on internet,
Reading books of skill development.

EDUCATION

SSC(MATRIC) – Army Public School & Collage Rawalakot AJK.

2016 - 2018

HSC(INTERMEDIATE) – Government Model Since Collage Rawalakot AJK.

2018 – 2020

BSCS (Computer Science)– Virtual University of Pakistan Online

2021 – Continue

Certification

The Fundamentals of Digital Marketing (Google Digital Garage)

Feb 2018 -Aug 2018

Completed the Certification of 40hours and 26 Modules from **Google Digital Garage** with 100% Score

Social Media Marketing

Feb 2018 -Aug 2018

Completed My 6th Month Diploma of Social Media Management at Farhan Institute of Computer Training.

Certified Information Technology (CIT)

Jul 2017 -Oct 2018

Completed My 6th Month Diploma of Information Technology at EVS Professional Training Institute Rawalpindi / Islamabad.

Front-End Web Development (MCP 70-480)

Oct 2020 – Jan 2021

www.arraheemmotor.com complete this project during the certification at EVS Rawalpindi / Islamabad Campus.

Languages

English.

Speaking, Listening, Writing

URDU & Hindi.

Speaking, listening, Writing

Mother Tongue

Speaking, listening, Writing

STRENGTH

Good Architectural Knowledge, Team player, Book Reader, Honest, Positive Thinker, Hard worker, Obedient, Humorous and a Fitness Freak.

Reference.

Reference will be provided on request.