Maqsood Khatri

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Bihar Colony Lyari Karachi # 75660, Pakistan
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OBJECTIVE

I intend to use my expertise in the most responsible and honest manner for an effective result for both me and my employer. I want to contribute in the field of computer hardware and networking with creative, dynamic and productive visions and thoughts.

EDUCATION

- Intermediate (Commerce) from Federal Urdu Arts & Commerce College
- Matriculation from G.B.S.S. Kotwal Building # 1 Karachi.

TECHNICAL SKILLS

PLATFORMS / OS: *MS Windows Seven, Win8.1, Win 10, Win 11, Server 2012*

OTHER SKILLED: *MS Office, Typing*

HARDWARE/NETWORK: *Assembling/De-assemble Computer Systems, Network and Hardware Support*

PROFESSIONAL EXPERIENCE

Support Engineer NIFT (Pvt) Ltd (21-Oct-2011 Continue…)

Responsibilities:
- Installation of windows, software.
- Diagnose hardware problem.
- Crimping network connector & joining the domain network.
- Purchasing hardware accessories.
- Maintain inventory of Hardware accessories into Excel file.
- Repair Printer and LCD'S

Sales Executive, Qaiser Brothers (13-April-2010 – To 05-September-2011)

Responsibilities:
- Preparation of Quotation by Microsoft Dynamics GP Software.
- Checking Stock Availability of Items.
- Send Email to Customers.
- Maintain Filing of Quotations.
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Software Engineer, Genius Technologies (November-2006 – September-2009)

Responsibilities:
- Preparation of user manuals.
- Construction of database structure.
- Training of new employees of clients.
- Providing software support to various clients.
- Analysis and Development of new requirements.

Jr Software Support Engineer, Knowledge Base. (February 2006 – August 2006)

Responsibilities:
- Work with team to develop windows base business application.
- Maintaining Versions of software application.
- Integrating with design.
- Provide support for client base software.

Assistant, Gatron Industries (January 2003 - December 2005)

1. Preparation of Delivery Challan by Software
2. Monitoring the goods till dispatch.
3. Preparation of MIS.

Hardware Technician, Computer Technological Service institute (2001 - 2002)

Responsibilities:
1. Hardware and Network support to different clients.
2. Maintenance of Computer Lab.

PERSONAL INFORMATION

Father Name: Ghulam Rasool
N.I.C #:   42301-1099688-5
Date of Birth: 11th Sep 1982
Marital Status: Married
Religion: Islam