

# ROOH ULLAH

Dubai | UAE



IT Specialist + 2 years Experience

Experience: Over 2 Years    Email: [Roohullahburki836@gmail.com](mailto:Roohullahburki836@gmail.com)    Mobile: + 971 54 502 0824  
Languages: English, Urdu

## SOFT SKILLS

MS Excel | MS Word | MS PowerPoint | Windows Installation | Website preparation | Designing | Auto Cad

## Professional Experience

IT Specialist | Khyber Coded | Peshawar | May 2022 – April 2023

Khyber Coded is the Software company in Peshawar, providing Website, Software, and Android Related Services in Pakistan. Our aim is to create an impact socially and economically on our country & across the globe, and becoming a renowned high-Quality IT services provider.

- Maintaining and improving the technical systems of a company to ensure all employees have the technology they need to complete their work and the organization's important files and information remain safe and intact.
- Review diagnostics and assess the functionality and efficiency of systems.
- Implement security measures
- Monitor security certificates and company compliance of requirements.
- Offer technical support to company staff and troubleshoot computer problems.
- Install and update company software and hardware as needed.
- Anticipate and report the cost of replacing or updating computer items
- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Maintains a filing system and protects confidential customer information.
- Uses basic office equipment (photocopy machine, facsimile machine, etc).

Receptionist | Z Jan's group of companies | Peshawar | April 2021- March 2022

- Greeting and welcoming guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls.

- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings.
- Arrange travel and accommodations, and prepare vouchers.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.
- Answering screening and forwarding incoming phone calls.
- Receiving and sorting daily mail.

## Part Time Jobs

- **Virtual Assistant at Amazon:** Worked as virtual assistant at Amazon helping with tasks such as product research, customer support, product listing, and optimization, running Amazon ad campaigns, order processing, and translation.
- **Photoshop Illustrator:** As an Adobe Photoshop illustrator my work includes brainstorming ideas, sketching, creating draft illustrations, discussing ideas with co-workers and finalizing illustrations.

## Education

- BS in Computer Science | [University of Agriculture | Peshawar, Pakistan](#) | 2018-2022
- FSc In Pre-Engineering | [BISE Peshawar | Pakistan](#) | 2016-2018

## Personal Details

**Visa Status:** Visit Visa

**Marital Status:** Single