Saeed Ur Rehman

Computer Operator

✉ rehmansaeed073@gmail.com ☎ 0523812865

Computer Operator with 2 years of experience providing efficient and accurate technical support. Skilled in troubleshooting hardware and software issues and maintaining system integrity. Having superb communication skills means responds quickly to requests for assistance in a professional and courteous manner.

Experience

Computer Operator *2021 - 2022*

- I worked in Pak Pearl School & College as Computer Operator.
- Experienced in troubleshooting multiple computer hardware and software systems.
- Developed and maintained detailed documentation of network and system activities.
- Utilized multiple operating systems to create and maintain user accounts.

Data Entry Clerk *2022 - 202*

- I worked in Shashma Sugar Mill as a Data Entry Clerk.
- I worked on transcribing, updating customer information, and entering accounting records.
- Implemented security protocols to protect and secure organizational data.

Education

I.C.S, Working Folks Grammer School & college *2018 - 2020*

D.I.T Superior Professors Computer Institute *2020 - 2021*

Skills

- Typing Skills
- Data Entry
- Computer Literacy
- Communication Skill
- Troubleshooting
- Word Processing
- Documentation

References

- I'd like to hide references and make them available only upon request