



HAROON SHAH

Address: Morocco cluster G-08

International city Dubai

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Email:

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Summary

To have a career in a professional organization where I can effectively and efficiently apply the concepts & skills learned during my academic career and from the Professional Organization. I am highly motivated individual; I like working in challenging and competitive environments.

Skill & Tools

- Adobe Photoshop
- Corel Draw
- Computer Windows Installation
- Hardware
- Boot strap, Visual basic
- Ulead studio
- Windows, Linux, Unix
- Microsoft office

Professional Experience

Receptionist Cum Data Entry Operator 10 Aug 2021 - till to 05 August 2023

Utman Medical Center Topi (Swabi)

- Receiving Call and reply email
- Understanding the local infrastructure.
- Direct user interaction
- Offering various degrees of problem escalation and resolution of desktop hardware and software

CSR (Customer Service Representative) 2019 -2021

At Mobilink Franchise Topi Swabi, Pakistan

- Sim Renewal and Replacement
- Sim Data Management and Data Control

Computer Operator June 2017 to July 2019

At Tarbela 4th Extension VOITH HYDRO POWER (SHANGHAI), Topi, Swabi, Pakistan

- Staff attendance record entry
- Preparing ,organizing storing information in Computer
- Salary slip preparing
- Hardware and software issues solving
- New data entry of staff
- System Maintenance issue solving

Education

BS Computer Science 2012-2016, Haripur, PAKISTAN

Fsc Pre Engineering 2011- BISE Mardan, Pakistan

Certification & Awards

- **IT Diploma** – From Pakistan

Personal Information

Father Name: Muhammad Hussain Shah
Date Of Birth: 28/02/1993
Gender: Male
Marital Status: Married
CNIC No: 16202-9914498-7
Passport No: LN5154982
Visa Status: Visit Visa
Present Address: Dubai UAE