

Sardar Muhammad Zaryab Khan

Address: Jumeirah 1, Dubai, United Arab Emirates (UAE)

Contact: (+971) 0507380787

E-mail: Sardarzaryab123@gmail.com



Brief intro...

Searching for favorable career opportunities that would assist me in gaining greater practical excellence in the IT and software industry and where I can put my analytical and technical skills to contribute to the growth of the organization. Very ambitious to help others and work in the IT field.

Personal Information

Name : Sardar Muhammad Zaryab Khan
Father Name : Muhammad Sabir
Date of Birth : 25/06/1998
Visa Status : Visit Visa(Valid till 07th May, 2022)
Religion : Islam
Nationality : Pakistani
Marital Status : Single

Education Qualification

BSCS	:	Bachelors in Computer Science	University of Gujrat
FSc.	:	Intermediate in Faculty of Science	B.I.S.E Gujranwala
Matric	:	Matriculation in Sciences	B.I.S.E Gujranwala

Professional Experience

The City School

Cannt Campus Gujranwala

Website: www.thecityschool.edu.pk



Worked as an IT Coordinator from October 2020 to January 2022.

- Fully support, configure, maintain and upgrade corporate customer's networks and in house servers
- Install and integrate new server hardware and applications
- Keep an eye out for needed updates
- Support and administer third-party applications
- Ensure network security and connectivity
- Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses
- Set up user accounts, permissions and passwords
- Resolve problems reported by end user

- Define network policies and procedures
- Specify system requirements and design solutions
- Research and make recommendations on server system administration

BAIG LAW Associates

Lahore, Pakistan

Worked as an Accountant from October 2017 to June 2019.

- Book Keeping records of financial transactions
- Stock keeping
- Dealing with customers
- Government tenders documentation
- Book keeping record of trade transactions.

Javindha Rice Mills

Gujranwala, Pakistan

Worked as an Accountant from May 2020 to July 2020.

- Stock in/out
- Book keeping all records
- Peachtree accounting software
- Dealing with banks

Professional Skills

Microsoft:

Microsoft Office Word, Excel and PowerPoint

Microsoft Windows XP /Vista /Windows 7/Windows 8.1/server 2008/server 2012

Adobe:

Adobe Photoshop

Adobe Illustrator

Familiar With the following Desktop Applications:

Microsoft word, Microsoft Access, Microsoft Excel, Microsoft Office Project, Microsoft PowerPoint, Microsoft Office Visio, Microsoft FrontPage, Microsoft Outlook, Outlook Windows Live mail Thunderbird etc.

Smart phones:

Excellent knowledge of Smartphone like Blackberry, iPhone, Android, Windows mobile Backups switching, troubleshooting etc.

Various Applications:

Good how know of Various Application run in Windows.

Languages:

English, Urdu, Thai & Spanish (Basics).