



From Pakistan

SAIFULLAH IQBAL

CONTACTS



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ABOUT ME



Dynamic and detail-oriented IT Officer with 3 years of hands-on experience at Premier Sales Pvt Ltd, specializing in software installation, hardware troubleshooting, and data recovery. I possess exceptional typing speed and accuracy, ensuring efficient task execution. With a Secondary School Diploma earned in 2012, I am eager to leverage my skills and grow with your esteemed team, contributing to innovative solutions and ensuring seamless IT operations. Excited about the opportunity to drive success together!

WORK EXPERIENCE



MAY 2021

APR 2024

IT OFFICER

Premier Sales Pvt Ltd | Haripur

- Delivered IT solutions that increased operational efficiency.
- Managed Software Branch Management System (BMS) to streamline processes.
- Facilitated effective communication with head office for better alignment.

APR 2024

PRESENT

JUNIOR CLERK

NUST | Islamabad

- Maintained accuracy in data entry, enhancing operational efficiency.
- Processed Important documents on priority, ensuring timely workflows.
- Assisted in managing Student inquiries.
- Collaborated across departments, fostering a cohesive work environment.
- Streamlined filing systems, reducing retrieval time.

EDUCATION



2012

SECONDARY SCHOOL DIPLOMA

Jinnah Jame School & College Haripur | Haripur

Board of Intermediate & Secondary Education Abbottabad

2014

HIGH SCHOOL DIPLOMA

Bright Vision Model College | Haripur

Board of Intermediate & Secondary Education Abbottabad

2019

BSCS

University of Haripur | Haripur

Bachelor of Hons in Computer Science

2021

B.ED

Allama Iqbal Open University | Islamabad

Awarded Degree Bachelor in Education (1.5 Years)

SKILLS



Data Recovery



Hardware Troubleshooting



Software Installation



Typing Speed and Accuracy

