

NAVEED KHAN

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OBJECTIVES

To make a professional growth oriented career in the field of computer hardware, networking & communication with an organization where I can utilize my knowledge and professional experience in the line with organizational objectives.

PROFESSIONAL EXPERIENCE

➤ I.T & Electronics Technician (2016-continue) Saudi BinLadin Group (Makkah)

Responsibilities:

- ✓ Installation & maintenance of Fire Alarm Systems & smoke detectors.
- ✓ Installation & monitoring of Digital & IP Telephone Systems.
- ✓ Telephone distribution system configuration & maintenance.
- ✓ Installation, configuration & maintenance of analog & IP CCTV cameras, DVRs, NVRs & associated Access Control Systems.
- ✓ Trouble shooting & maintenance of computer hardware & networking.
- ✓ Data entry & preparation of different work orders in Maximo Asset Management database.
- ✓ Adjustment, issuance & supervision of inventory according to its item code number in store.
- ✓ Ensuring deliveries are made on time & inventory counts are accurate.
- ✓ Prepare & maintain documentation relevant to ISO standards.
- ✓ Ensure implementation of safety according to ISO standards in Al Haramain Kiswa Kaaba Factory & Al Haramain Museum in Makkah (provide safety equipment, hazardous material disposal, prepare accidental reports, emergence plane & assembly points, provide first aid training & stop any unsafe acts or process etc.).
- ✓ Working & monitoring of Fire Fighting Systems.

➤ I.T Support Engineer (2007-2016) PAF-KIET University

Responsibilities:

- ✓ Troubleshooting & maintenance of PCs.
- ✓ Trouble shooting of networking related problems.
- ✓ Installation & configuration of LAN (WinXP/Win7/Win8/Win10).
- ✓ Fault finding & trouble shooting of Monitor, SMPS, and Mother Board.
- ✓ Installation of Windows Operating Systems.
- ✓ Installation of various software's.
- ✓ Installation of device drivers & hardware components.
- ✓ Cabling & crimping for systems, hubs, switches & routers.
- ✓ TCP/IP services, IP addressing & sub setting
- ✓ Installation internet Application (Browsing, Surfing, Emails).

➤ Hardwere support Technician (2005-2006) Maxco Pvt. Karachi

Responsibilities:

- ✓ Networking & hardware installation.
- ✓ Installation & working on database.

PROFESSIONAL SKILLS

➤ Computer Hardware & Network Skills:-

- ✓ Troubleshooting & maintenance of PCs.
- ✓ Trouble shooting the networking related problems.
- ✓ Installation & configuration of LAN (WinXP/Win7/Win8/Win10)
- ✓ Fault finding & trouble shooting of Monitor, SMPS, and Mother Board.
- ✓ Installation of Windows Operating Systems (WinXP/Win7/Win8/Win10)
- ✓ Installation of various software's.
- ✓ Installation of device drivers & hardware components.
- ✓ Cabling & crimping for systems, hubs, switches & routers.
- ✓ TCP/IP services, IP addressing & sub setting
- ✓ Installation internet Application (Browsing, Surfing, Emails)

➤ Electronics Skills:

- ✓ Installation & configuration CCTV cameras, DVRs,NVRs, Access control systems etc.
- ✓ Installation & maintenance Fire alarm systems & smoke detector
- ✓ Telephone distribution system configuration & maintenance

EDUCATIONAL OULIFICATION

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|----------------------------------|---------------------|
| ➤ B.Tech Electronics (Year 2012) | NewPorts University |
| ➤ D.A.E Electronics (Year 2010) | Z.P.I Karachi |
| ➤ Matric (Year 2006) | Karachi Board |

PERSONAL DETAILS

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|-------------------|------------------------|
| ➤ Father Name : | BASHIR HUSSAIN |
| ➤ Date of Birth : | 15-01-1988 |
| ➤ Nationality : | Pakistani |
| ➤ Languages : | English , Urdu ,arabic |

AVAILABILITY

Two months after appointment