

## **Muhammad Farhan**

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HIDD, Bahrain

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### **PERSONAL SUMMARY**

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. Currently looking for an appropriate opportunity with a reputable employer who rewards hard work and appreciates ability and loyalty

### **ACADEMIC RECORD**

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- **SOFTWARE / HARDWARE (Diploma) 2-Year**

Board of Intermediate and Education Karachi

- **Information Technology (Diploma) 2-Year**

Sindh Board of Technical Education Karachi

- **Intermediate (H.S.C) Year 2006**

Board of Intermediate and Education Karachi

- **Metric (S.S.C) Year 2008**

Board of Intermediate and Secondary Education Karachi

### **COURSE CERTIFICATION**

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- International Certificate for CCTV Operator – CPD
- GTS licensed (Guard Training School Kingdom of Bahrain)
- First Aid Course International Hospital of Bahrain, Kingdom Of Bahrain
- One-Year Computer Hardware Course from NET IZEN Computer Institute.
- Six Months Course CIT from New ports Institute of Communication & Economics
- Advance Hardware & Networking Course from Al-Ayoub College of Computer Science.
- Online Computer Hardware Diploma from diplomapk.com

### **City Centre Bahrain**

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CCTV Operator (G4S) - NOV 2017 - Present

Responsible for being the main point of contact in the event of any emergency or security incidents that occur in Mall. Working as part of a team via a day and night shift combination.

### **Preston University Karachi Campus**

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Computer LAB Assistant - NOV2011 – Dec2014

As an assistant monitors a computer lab and resolves computer problems or answers users' questions. A computer lab assistant provides lab users with assistance on hardware issues, installing and using software programs, printing documents and understanding and using certain operating systems.

## **PIMSAT Institute of Higher Education Karachi Campus**

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Computer LAB Assistant - FEB 2010 - 2011

Computer lab duty consultants are available in the Computer lab to ASSIST users with routine hardware and software problems.

## **Computer.Com Shop**

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Sales Associate - DEC 2009 – 2010

Attracting new business through activities such as cold calling, networking and meeting with potential clients. Organizing sales visits. Clarifying customers and clients' requirements and recommending the appropriate products Negotiating contracts.

Undertaking relevant research Maintaining sales records.

## **KEY COMPETENCIES AND SKILLS**

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MS-Windows+ Utility+ Doc	Urdu
MS-Office	Hindi
Networking (Server Solutions)	English
Adobe Photoshop	Arabic - Basic
Microsoft Word in HTML	
Basics of Web designing	
Data Entry	
Web Blogger	
Social Marketing	