



Talha Rasheed

Motivated and results-driven IT professional with a proven track record of success in delivering high-quality technical solutions. Seeking to leverage my skills and expertise to contribute to the growth and success of your company.

Contact

Phone

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Email

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Address

Jahanian, Khanewal

Education

Bachelor of Science :
Information Technology, 2017
University Of Education - Lahore

Certificate of Higher Education
Pre Engineering, 2013
BISE Multan - Multan

Certificate of Higher Education
Matriculation, 2010
BISE Multan - Multan

Skills

- Technical Support and Troubleshooting
- Hardware and Software Configuration
- Network Administration
- System Upgrades and Migrations
- User Training and Documentation
- Help Desk Management

Certificates

- Aws certified Solutions Architect-Associate
Validation Number:
GZNCVH2JL2FQQ43D
- CCNA
Cisco ID No. CSC014118533

Language

English

Urdu

Experience

2020 - Present

Coca Cola Pvt. Ltd-Jahanian, Pakistan

Distribution Voyage Officer

Desktop and Web based online software Voyage of Coca-Cola as a DVO at distributor of Coca-Cola Beverages Pakistan Limited. Few major responsibilities are given below

- Typing documents and distributing memos.
- Monitoring inventory, office stock and ordering supplies as necessary
- Creating and modifying documents using Microsoft Office
- Reporting.
- Updating, processing and filing of all documents.

2017 - 2020

Digital Omega Pvt. Ltd - Lahore, Pakistan

IT Support Associate

- Keep computer systems running smoothly and ensure users get the maximum benefit from them
- Install and configure computer hardware operating systems and applications
- Tests and debugs programs
- Monitor and maintain computer systems and networks
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary

2017

Bahahudin Zakriya College Jahanian

Assistant Lecturer at a College,

- Introduction to Computer
- Visual Basic
- C,C
- Database

2011-2013

Leadership College Jahanian -Jahanian, Pakistan

IT Lab Incharge

- Providing Computer Services, everything related to hardware and software
- Ability to install, maintains, update and repair desktop PC hardware and software.
- Ability to detect problems with equipment logistics, system setup and configuration, system security, and software installation.
- Install and configure software upgrades