

Curriculum Vitae

Ovais Ikhlas
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Sex: Male
Marital status: Married
Born: 02/06/1984

CAREER OBJECTIVE

To secure a supervisor position in an organization which seeks employees for growth and career.

WORK EXPERIENCE

Nov2010-present **Support Engineer:** National Institutional Facilitation Technology (PVT) Ltd.
Responsible for supporting the company's clients at all levels as part of a helpdesk team.
Ensuring that all hardware and software is configured and installed correctly.

DUTIES:

- Supporting users and network administrators over the telephone and by email.
- Responsible for networking, design, installation and maintenance services.
- Maintain the companies' network infrastructure.
- Networking and providing support for Windows.
- Configuration and testing of any new hardware and software.
- Travelling to client sites to help with installs, deployment, and troubleshooting.
- Management of the daily data backup and retrieval scheme.
- Installing and operating Windows desktop and server operating systems.
- TCP/IP networking and hardware maintenance and repair.
- Training new employees.
- Assistance with training of staff and compiling procedural documentation.
- Assisting the network manager with support requests.
- Ensure computer hardware is safe & complies with health and safety legislation.
- Applying patches in accordance with company procedures.
- Configure e-mails account through outlook and connected with domain
- Oracle support

EXPERIENTIAL LEARING INTERNSHIP PROGRAM:

- Siemens Enterprise Communication (Pvt) Ltd.
- **Project Tile:-**Private Automated Branch Exchange
- **Duration:-**3 Month

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ACADEMIC QUALIFICATION

Qualification	Board/University	Year	Percentage/CGPA
B-Tech(Hons)Electronics	Dadabhoy Institute of Higher Education	2011- 2013	3.08
B-Tech(Pass)Electronics	Dadabhoy Institute of Higher Education	2008-2011	2.7
Diploma in Electronics	Aligarh Institute of Technology	2005-2008	1st Division
High School	National High School	2001	58.7

SHORT COURSES

- C Language for Engineer PAF-KIET March 2013 to April 2013

Oracle (Developer) Track Orasoft Training Institute Oct 21, 2014 to Feb 07, 2015

Oracle Database 11g: SQL Fundamentals I

- RDBMS Concepts
- Introduction to Oracle RDBMS
- Using Oracle 11g: Sql*Plus

Application Development Using Oracle 11g: Developer Suite

- Oracle Database 11g: Program with PL/SQL
- Oracle 11g: Forms (Fusion Middleware)
- Oracle 11g: Reports

Project Development

Summit Goods Inventory System

Oracle Application Development (ADF) 12c **MeteorTechs Consulting and Training** Sep-17 to Nov-17

COMPUTER SKILLS

Working knowledge of MS Word,MS Excel & MS Outlook

PERSONAL SKILLS

- Patient and friendly pleasing personality,
- Good mannerism coupled with good communication skill
- Desire to be of service to other make me get along exceedingly well with people

COMMUNICATION SKILLS

- Urdu: Excellent (Speak / Read / Write)
- English: Good (Speak / Read / Write)

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REFERENCES

Available on request