

# ARFAT AKHTAR KHAN

## IT SYSTEMS & SUPPORT PROFESSIONAL

Networking • Web Development • Digital Media



Lahore, Pakistan +92 300 4017196 arfatakhtar2026@gmail.com  
arfatcv.com Experience in Pakistan & United Arab Emirates

### PROFESSIONAL PROFILE

IT professional with 20+ years of career experience across IT support, systems administration, network troubleshooting, web development, technical training and graphic design. Background includes IT officer and administrator roles in Pakistan and Dubai, with skills spanning hardware support, business software, WordPress/PHP websites and digital marketing.

### CORE COMPETENCIES

#### IT SYSTEMS

Windows installation, hardware repair, workstations, printers

#### NETWORK & SUPPORT

LAN cabling, connectivity, proxy configuration, troubleshooting

#### WEB & SOFTWARE

WordPress, PHP, HTML, DHTML, JavaScript, Visual Basic, SQL

#### DESIGN & MEDIA

CorelDRAW, Photoshop, InPage, video and graphics editing

#### IT OPERATIONS

Email setup, backups, software support, equipment maintenance

#### OFFICE & TRAINING

MS Office, IT instruction, documentation, client support

### PROFESSIONAL EXPERIENCE

#### 2023-2025 Real Estate Agent / Graphic Ads Designer / Systems Engineer

Multi-disciplinary professional roles | Dubai, UAE

#### 2019-2023 IT Officer & Teacher

Elegant Computer Training | Dubai, UAE

#### 2018-2019 IT Officer

Falcon Consultancy | Lahore, Pakistan

#### 2014-2018 IT Officer

Haseeb Waqas Group | Lahore, Pakistan

#### 2012-2014 IT Officer

OULIN Pakistan | Lahore, Pakistan

#### 2009-2012 IT Administrator

Guardian International | Lahore, Pakistan

### TECHNICAL SUPPORT & IT OPERATIONS

- Windows installation, computer repairs and troubleshooting for office workstations, servers, printers and peripheral devices.
- Network cabling, Internet connectivity, proxy configuration and incoming/outgoing email support.
- Routine departmental data backups, website maintenance, IT equipment support and purchasing recommendations.

# Career History & Qualifications

PROFESSIONAL EXPERIENCE • EDUCATION • TRAINING

## PROFESSIONAL EXPERIENCE (CONTINUED)

|           |                                                                                    |
|-----------|------------------------------------------------------------------------------------|
| 2005–2009 | <b>IT Executive</b><br>Pakistan Anti TB Association   Lahore, Pakistan             |
| 2004–2005 | <b>Computer Hardware Engineer</b><br>Tech Source   Lahore, Pakistan                |
| 2002–2004 | <b>Composer &amp; Designer</b><br>Press Market   Rahim Yar Khan, Pakistan          |
| 2000–2002 | <b>IT Officer (Admin Block)</b><br>Sheikh Zaid Hospital   Rahim Yar Khan, Pakistan |

## PROFESSIONAL TRAINING & CERTIFICATIONS

**Full Stack Digital Marketing (FSDM)** — IDEOVERSITY, Arfa Kareem Tower, Lahore  
**Digital Marketing Boot Camp Using AI (DMBC)** — Enablers Insight Pvt Ltd., DHA, Lahore  
**CCNA Training** — Corvit Systems (Pvt) Ltd., Lahore  
**Diploma in Computer Hardware Engineering** — The Brains College, Lahore  
**MCP-INT — Microsoft Certified Professional + Internet** — Batch of 2000  
**MCSE — Microsoft Certified Systems Engineer** — Batch of 2001  
**Diploma in Computer Applications (DCA)** — Prime College of Computer Sciences, Rahim Yar Khan

## EDUCATION

**2004 | Graduation** • Islamia University, Bahawalpur  
**2002 | Intermediate** • Board of Intermediate & Secondary Education, Bahawalpur  
**2000 | Matriculation** • Board of Intermediate & Secondary Education, Bahawalpur

## SELECTED TECHNICAL PROJECTS

- Designed and developed Urdu- and English-language websites using WordPress and PHP.
- Created Windows desktop software, institute software and audio/video players using Visual Basic.
- Configured networking and proxy settings for internet cafés and offices.
- Provided computer and mobile hardware/software repair and maintenance.

## SOFTWARE & TECHNICAL TOOLS

**Office productivity:** Microsoft Word, Excel, Outlook, PowerPoint and InPage  
**Design & video:** CorelDRAW, Adobe Photoshop, Adobe Premiere and Pinnacle Studio  
**Development:** WordPress, PHP, HTML, DHTML, JavaScript, Visual Basic and SQL

## LANGUAGES & ADDITIONAL INFORMATION

**Languages:** English, Urdu, Seraiki, Punjabi and Sindhi  
**Additional:** Pakistan and UAE driving licences • Typing speed: 50 WPM