



# Muhammad Ahsan Basheer

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## ● ABOUT ME

Experienced Computer Operator skilled in data entry, system monitoring, and ensuring accuracy in high-volume environments. Proficient in Microsoft Office Suite and adept at troubleshooting software and hardware issues. Strong organizational abilities with efficient file management, high typing accuracy, and effective time management to meet deadlines. Known for clear communication and technical support, enhancing workflow and productivity across teams.

## ● WORK EXPERIENCE

### COMPUTER OPERATOR (04 YEARS)

#### Responsibilities

- **System Monitoring and Maintenance:** Oversee computer systems to ensure they are functioning efficiently, troubleshoot any issues, and perform routine maintenance tasks.
- **Data Entry and Processing:** Enter, validate, and process data accurately in various computer systems and databases as required.
- **Software and Hardware Management:** Install, configure, and update software and hardware; perform regular system backups and ensure data integrity.
- **User Support:** Assist users with technical issues, provide guidance on software usage, and handle any system-related inquiries to maintain workflow.
- **System Security:** Monitor security measures, control access to systems, and maintain data privacy and system integrity.
- **Reporting and Documentation:** Generate daily, weekly, and monthly reports on system performance; keep accurate logs of system activities and maintenance.
- **Troubleshooting:** Identify and resolve technical problems quickly to minimize downtime, and escalate issues to IT support when necessary.
- **Routine Checks and Maintenance:** Perform regular diagnostics on system components, clear caches, update drivers, and run virus scans.

## ● EDUCATION AND TRAINING

### GRADUATION

## ● ORGANISATIONAL SKILLS

### Data Entry & Accuracy

### Software Proficiency

### Operating System Management

### File Management & Organization

### Documentation & Reporting

### Time Management & Multitasking

### Communication Skills

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user