



# Afaq Durrani

Versatile IT professional with expertise in IT Support, Administration, and System Administration. Proven track record in troubleshooting, customer service, and help desk management. Skilled in Troubleshooting, hardware/software support, and network fundamentals. Proficient in system administration, scripting, security, and virtualization. Strong communicator with a results-driven approach to optimize system performance and ensure seamless upgrades.

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## WORK EXPERIENCE

### IT Officer

#### Shaukat Khanum Memorial Hospital And Cancer research Center Peshawar

*Peshawar, Pakistan*

*Achievements/Tasks*

- Hardware and software maintenance
- Sorting and sending emails
- Database management
- Document controller
- Daily sending mail to IT manager
- Pro coordinating
- Entering all data in HMIS

### Office Assistant

#### Cell labs pvt ltd

*Peshawar Paistan*

*Achievements/Tasks*

- overseeing Clerical tasks such as sorting and sending emails
- Maintaing Basic accounts
- Maintaining Files
- Database managment
- Ensuring the office runs smoothly

## EDUCATION

### Bachelors of Science in Computer Science (BSCS)

University of Peshawar Pakistan

## SKILLS

Familiarity with Networking concepts

Data entry in Oracle HMIS

Sorting and sending mails

Knowledge of operating systems

basic knowledge of server administration

Server management

Software installation

Database administration

Ms office

Typing

Database management

Flutter UI

Document handler

Office automation

Handling basic accounts/receiving payments

Drafting reports, letters and emails as per instruction

File documents in physical and digital records

## PERSONAL PROJECTS

Online Tutor finder

## LANGUAGES

English

*Full Professional Proficiency*

Urdu

*Full Professional Proficiency*

Pushto

*Native or Bilingual Proficiency*