



# Faizan Elahi

Office Assistant / Computer Operator at Ercon limited

I am very hard working and punctual.

## Contact Info

+923074020378

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Street # 7/15 Mohallah Peer Bukhari Kasur Kasur, Pakistan

## Academics

Title	Institute	Score	Date
I.Com	Islamia College Kasur, Kasur	65%	2012

## Experience 7 years

Company	Designation	Duration	
Ercon Limited	Office Assistant / Computer Operator	Mar 2021 - Present	2.4 years
Alfanar Electrical System, KSA	Assistant Technician Assembler	Jan 2015 - Nov 2017	2.8 years
Pak Elektron Limited (PEL) Lahore	Switch Gear Section Panel Assembler	May 2013 - Nov 2015	2.5 years

## Work History

Ercon Limited Mar 2021 - Present (2.4 years)

### Office Assistant / Computer Operator

Lahore, Pakistan

#### Expert In :-

- Data processing
- Communication skills
- Reporting skills
- Productivity
- Confidentiality
- Documentation skills
- Equipment maintenance
- Problem Solving
- Understanding of computer networks (LAN, WAN, and computer networking)
- Ability to create and update documentation

Alfanar Electrical System, KSA Jan 2015 - Nov 2017 (2.8 years)

### Assistant Technician Assembler

Riyadh, Saudi Arabia

Pak Elektron Limited (PEL) Lahore May 2013 - Nov 2015 (2.5 years)

### Switch Gear Section Panel Assembler

Lahore, Pakistan

## Projects

Passport

Passport Number : FN1741662  
Tracking Number : 10071298756  
Book let Number : G3558251  
Date of Issue : 04 Nov 2021  
Date of Expiry : 03 Nov 2031

## Functional Areas

- Lahore

## Languages

- Urdu - Native
- English - Medium

## Hobbies

- Cricket
- Bedminton