

# Curriculum Vitae

## PERSONAL

NAME	VICTOR JOHN D'SOUZA
F/Name	Agnello D'Souza (Late)
Date of Birth	30 <sup>th</sup> Dec. 1981
Place of Birth	Quetta, Balochistan
N. I. D Card No	54400-5768659-1
Domicile	Quetta
Marital Status	Married
Nationality	Pakistani
Address & Contact No.	House number 7-1/47 St. Teresa's Girls High School Toghi Road <b>Quetta.</b>  Res. Phone 00 92 81 2666 069 Mobile 00 92 0300-3826883
Address 2	House Number D-153 Mehmoodabad Number 03 Opp Mehmoodabad Medical center <b>Karachi</b>
E-mail Address	<a href="mailto:souzalove@yahoo.com">souzalove@yahoo.com</a> <a href="mailto:Victorjohn.dsouza@gmail.com">Victorjohn.dsouza@gmail.com</a>

## EXPERIENCE

**American Refugee Committee International Quetta**  
**Senior IT Assistant**  
**From July 2007 to 19<sup>th</sup> April 2013**

### **Responsibilities**

- Administration, maintenance and repair of LAN Servers.
- Installation, configuration and upgrade of network operating system
- Implement system and procedures, provided by the IT manager to ensure timely maintenance of the IT and communication equipment's.
- Ensure that field office is in continuous contacts through email, radio and telephone whichever is feasible with field offices and other concerned organizations.
- Assist user in Hardware and software issues and provide necessary guidelines.
- Ensure that all communication equipment's are functional and are used effectively. Track appropriate measure to restore the efficiency of the communication equipment that is not functioning to the standard level.
- Train all staff members about the use of communication equipment such as phone, sat phone, radio email, internet etc.
- Antivirus update on servers and users machines.
- Assisting logistic department in **IT related purchasing**.
- Facilitating staff in trainings taking photos arrangements of multimedia, presentations,
- **Maintaining inventory** of all field offices and sub office of Balochistan.
- **Maintaining health insurance** Data of employees,
- Assist Admin HR Department.
- Worked as a **security officer Backup** in absences of Security officer.

### **EDUCATIONAL ATTAINMENT**

**Bachelors of Art**

University of Baluchistan  
(Sociology, Political Science)

**Intermediate**

Baluchistan Board of Intermediate and  
Secondary Education Quetta

**Matriculation**

Baluchistan Board of Intermediate and  
Secondary Education Quetta

<b>Online course</b>	<b>Personal safety and security</b> from ARC leads
<b>Online course</b>	<b>Crisis management</b> from ARC leads
<b>Online Course</b>	Successfully completed Series of Six courses related to <b>MS Power point 2007</b>

## Other Courses

<b>First Aid Certificate</b>	Successfully completed <b>2 days Emergency First aid with CPR</b> Course from Safety and health consultants organized by ARC International.
<b>Research Methodology Training</b>	Attended <b>5 Days Training on Research Methodology</b> organized by ARC International
<b>Stay Safe Course</b>	International Federation of Red Cross and Red Crescent Societies April 9, 2014
<b>Child Safeguarding</b>	Attended two days training session on <b>Child Safeguarding</b> held at save the children
<b>ASK Development</b>	successfully completing a course of <b>instruction in team building, communication, Skills and Report Writing</b> held in Quetta

## COMPUTER SKILLS

- Knowledge of internal and external troubleshooting of computers.
- Can Create, manage, and maintain a Computer network using Windows 2000 Professional, windows 2000 server, Windows NT and Windows 10 Pro
- Can operate all sorts of Microsoft Operating Systems, which includes: Ms DOS, Ms Windows 95/98 and Ms Windows NT/2000/XP. Windows Vista Windows 7.
- Can Fully Operate Ms Office 97/2000/2010/XP, which includes Ms Word for word processing and application's filing, Ms Excel for spreadsheets and accounts, Ms PowerPoint for sliding and presentation of various projects, Ms Access for database

## Qandeel

**From:** Asif Khan <asif@ctc.org.pk>  
**Sent:** Friday, February 15, 2019 4:27 PM  
**To:** 'SARAH FAROOQUI'  
**Cc:** shams@ctc.org.pk; qandeel@ctc.org.pk; fakhar@ctc.org.pk  
**Subject:** Project Associate Hiring  
**Attachments:** Victor CV 2019.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ma'm,

As discussed, regarding recently vacated Project Associate position, Victor John has been interviewed and recommended for approval, detail as mentioned below.

District	Position	Name	CNIC	Contact No	Email	Education
Quetta	Project Associate	Victor John D'souza	5440057686591	0300-3826883	<a href="mailto:victorjohn.dsouza@gmail.com">victorjohn.dsouza@gmail.com</a>	BA

Regards,

Asif Khan | District Manager  
CHIP Training & Consulting Pvt. Ltd  
Quetta - Baluchistan | [www.ctc.org.pk](http://www.ctc.org.pk)