

ANIL KAPOOR

IT Officer

CONTACT

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Moro City, Naushahro Feroze, Sindh

PERSONAL INFO

Father's Name: Lakhmeer

CNIC: 45303-8586879-3

Languages: English, Urdu, Sindhi

TECHNICAL SKILLS

Networking & Hardware

System Troubleshooting

Software Installation

Graphics Designing

Professional Typing (50 WPM)

MS Office Suite

MIS Administration

PROFESSIONAL SUMMARY

Resourceful Information Technology Officer with over 3 years of hands-on experience in managing IT infrastructure, network security, and user support. Recently completed a Graphics Designing internship at Pakistan Hindu Council and a Virtual IT internship at PEL, combining technical system management with creative visual skills. Expert in troubleshooting, hardware configuration, and staff technical training.

EXPERIENCE

Graphics Designing Intern

Pakistan Hindu Council | Oct 2025 - Nov 2025

- Created professional visual content and social media graphics for organizational events.
- Collaborated on digital assets and promotional materials to improve brand visibility.

IT Officer

Safco Microfinance Company Pvt Ltd. | May 2022 - June 2025

- Managed hardware and software infrastructure availability across all regional branches.
- Provided help desk support and resolved network-level issues for BMs and MIS Officers.
- Ensured 100% connectivity and supervised the operational efficiency of IT equipment.
- Trained staff on E-appraisal systems and CIB reporting protocols.

Virtual IT Intern

Pak Elektron Limited (PEL) | July 2021 - Aug 2021

- Gained exposure to corporate IT workflows and enterprise network security protocols.

EDUCATION

BS in Information Technology (BS-IT)

Shaheed Benazir Bhutto University, SBA | 2021 (1st Division)

Intermediate (Pre-Engineering)

Govt. Mehran Degree College, Moro | 2016 (Grade B)

Matriculation (Science)

Govt. Boys High School, Moro | 2014 (Grade A)

CERTIFICATIONS & TRAINING

Typing Certificate: Dynamic Institute of IT, Moro | Speed: 50 WPM (6 Months)

Fish Farming Extension Tech: BBSHRRDB (Phase XII) | One Month Training | 2022

Computer Certificate (CIT): Govt Boys High School, Moro | Grade A | 2014

Electric Trade: Govt Boys High School, Moro | Grade B | 2014