



**NAKHLAH**  
Educational House For Islamic Grooming

**Job Title:** IT Assistant

**Roles and Responsibilities**

- Responsible for Hardware and Software troubleshooting.
- Responsible for Installation of PCs and related hardware devices, approved software, operating system, etc. in their respective jurisdiction.
- Responsible for maintenance of all IT equipments in their respective campus.
- Assist Campus In-charge vis-à-vis computer related tasks.

**Knowledge and Skills Requirement**

- Proficient in Microsoft Office 2007, Windows XP and Windows 7
- Ability to troubleshoot common hardware/software issues.
- Ability to work to deadlines.
- Ability to work independently.
- Strong communication skills.
- Good organizational skills.
- Good interpersonal skills.
- Excellent written and spoken communication and interpersonal skills.
- Data entry skills.

**Experience**

At least 1 year of experience in a similar capacity.

**Educational Qualification**

Preferably Bachelors

Minimum Intermediate and Diploma in Information Technology