**Abdul**

[**244189@gulfjobseekers.com**](mailto:244189@gulfjobseekers.com)

**Computer Instructor and IT Administrator, IT Officer & Lab Assistant**

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Accomplished my studies in the field of Bachelor of Computer Sciences, (2008 – 2012) having 3 years of experience in A Dynamic **IT Professional** seeking to utilize hisexperience in the field of **IT Desktop Support, IT infrastructure, Project Management, IT Asset Management**, Experienced and motivating team member to achieve pre-set objectives and achieving financial targets and volume growth.

FIELD EXPERIENCE

* Work as account Assistant in in China International water & Electric corporation from (**Duration:** 2013-14)
* Accounting
* Data Entry Operator
* Salary Accounts Record
* Office Assistant
* Data Control Record
* Marketing
* Management
* Cashier
* Mobile Marketing System
* E-Marketing System
* Sales Supervisor
* Networking (LAN, WAN, MAN)

WORKING AS IT OFFICER & AS LAB ASSISTANT

**Location**: MAAMS Software HOUSE Kotli AJK

**Duration:** 05 April 2014 to May 2015

AS COMPUTER INSTRUCTOR AND IT ADMINISTRATOR

* Global Immigration management, **Duration**: 2012-13
* Microsoft Windows (Windows XP, Vista, Windows 7 & Windows 8)
* Provide, Investigation, diagnosis, resolution and recovery for hardware/software problems
* Computer Hardware Troubleshooting, Maintenance, Network Support
* IT Peripherals and Components Installations

EDUCATIONAL BACKGROUND & CERTIFED CERTIFICATE

* BS in Computer Sciences Duration: 2008-2012
* HSSC (F.S.C) Duration: 2006-2008
* SSC (Matriculation) Duration: 2004-2006
* **British Council:** Active Citizen Concept Development Workshop
* **Youth Parliament:**A Human Rights Education Project Youth Action for Democracy

FINAL YEAR PROJECT, KOTLIPEDIA (WEB PORTAL)

***KotliPedia*** is web portal developed in .Net Platform in ASP.Net & C# language, using Visual Studio as IDE, with SQL Servers Database. ***KotliPedia*** provides specific assistance to the foreigners with respect to tracking, searching, provide the possible information according to Kotli such as education, health, business, news, history. ***KotliPedia*** is also a marketing point for business holders of Kotli.

When we are going to introduce our city then everything is special for us who relate to our city Kotli.

SOFTWARE EXPERTISE

.2.1 Microsoft word .2.2 Microsoft Power point .2.3 Microsoft Excel

.3.1 Data Entry Operating .3.2 MS Office

DRIVING LICENSE

* 5 years’ experience in driving both (Manual & Automatic) as holds International Driving License
* Bike & LTV

LANGUAGE EXPERTISE

* .4.1. English .4.2.Hindi .4.3.Urdu

ADDITIONAL INFORMATION

* SKILLS AND ABILITIES
* PC devices & maintenance.
* Adobe programs.
* All Microsoft windows and office.
* Expert at inspiring and bargaining with others.
* Well versed at demonstrating, promoting and marketing products.
* Ability to work indoors and outdoors.
* Ability to contact, inform and persuade buyers.
* Ability to compose communications that are effective.
* Ability to work under pressure.
* Dedicated and Hard working

My resume details the above qualifications in-addition to highlight others. I look forward to hearing from you, and would welcome the opportunity to tell you in-person how my skills and ideas can benefit you.