

**Ikhlaq**

**Ikhlaq.248599@2freemail.com**

**CAREER OBJECTIVE:**

* Seeking a challenging position in a dynamic organization in order to get more exposure and growth opportunities to enhance skill and knowl
* To play a positive and active role in society and be a positive influence on the individuals.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Jolta Technologies Islamabad, Pakistan**

**Tenure:**  **2013 – 2014**

**Designations:** **Graphic Designer**

**Responsibilities:**

* Creating design solutions that have a visual impact.
* My role involves listening to clients and understanding their needs before making design decisions.
* Designing huge variety of products and activities, such as logos, advertising, magazines, posters, business cards, product packaging, exhibitions and displays, letterheads, banners, corporate communications and corporate identity, i.e. giving organization a visual 'brand'.
* Can adjust in any situation that is pressure, over load, individually or in team as well.

# Microsoft Certified solution Expert (MCSA,MCSE)

* Installing and Configuring Windows Server 2012.
* Administering Windows Server 2012.
* Configuring Advanced Windows Server 2012 Services.
* Designing and Implementing a Server Infrastructure.
* Implementing an Advanced Server Infrastructure.



**Organization:** **Telenor Telecom (As du in Dubai)**

**Tenure:**  **June 2009 – August 2010**

**Designations:** **Customer Relation Officer (CRO)**

**Responsibilities:**

* Manage customer arrivals to maximize relationship building opportunities.
* Improving the overall customer relationship, delivering reliable administrative support and customer service.
* Acknowledging customers promptly and treating them in a courteous manner.
* After Achieving the targets of company and giving great business to company I was promoted up as Team Leader and I got Customer Relation Manager Designation. Then I left job from that company due to higher studies.

**DATABASE MANAGEMENT:**

* Looking at and Analyzing Data.
* Navigating Database Software.
* Data Integrity.
* Managing Accounts and Files.
* Database Design and Planning.

**SOFTWARES:**

* Hyper V-Manager, VM Ware
* Adobe illustrator, Photoshop
* Word Press websites.

**ACADEMIC EDUCATION:**

 **EXAMINING BODY: YEAR**

* Bachelor (Software Engineer ) Mirpur University Of Sciences & Technology 2014
* Intermediate (Pre-Engineering) Board of Intermediate & Secondary Education Mirpur 2009
* Matriculation (Sciences) Board of Intermediate & Secondary Education Mirpur 2006
* MCSE , MCSA Microsoft Certified solution expert 2016

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**SKILLS:**

* **Microsoft certified solution expert windows server2012 R2.**
* **Ms Office.**
* **Packet Tracer.**
* **Computer Networks & Communications including Routers & Switches.**
* **Installation, configuration and maintenance of computer software and programs.**
* **Installation, configuration and using of devices like printers and scanners.**

**INTERESTS AND HOBBIES:**

* Hobbies include anything to do in arts, music, reading historical books, and all religious books. Enjoy and actively participate in a wide variety of sports, games, and creative activities.

**PERSONAL INFORMATION:**

**Date of Birth** : 1st of March , 1991

**Nationality** : Pakistani

**Religion**  : Islam