#  Taimur



# Taimur.335962@2freemail.com

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| **Objective** |

* To join a dynamic company / firm where I can explore my skills. I would like to be a part of an organization to work in challenging environment which could provide best opportunity for personal intensification and development.

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| **Projects** |

* Online computerized banking application.
* LAN project for an office.
* Computerized entry system of FIR for police station.
* CCTV camera projects for institutions and malls.

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| **PROFESSIONAL EXPERIENCE MORE THAN THREE YEARS** |

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| **Mobilink- Pakistan** | **Nov 2015 to Oct 2016** |
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| **Position** | Team leader  |
| **Location** | Kpk,Pakistan |

**Responsibilities:**

* Maintenance of towers i-e power maintenance, oil maintenance.
* Alerting tower’s guards time to time if there is any issue.
* Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort
* Provide the team with a vision of the project objectives
* Facilitate problem solving and collaboration
* Ensure discussions and decisions lead toward closure
* Maintain healthy group dynamics
* Develop a strategy the team will use to reach its goal
* Provide any training that team members need
* Communicate clear instructions to team members
* Listen to team members' feedback
* Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed
* Manage the flow of day-to-day operations

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| **Telenor- KPK Pakistan** | **Jan 2015 to Oct 2015** |
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| **Position** | PM/CM coordinator |
| **Location** | Kpk,Pakistan |

**Responsibilities:**

* Create schedule for the plane maintenance.(PM)
* Stocks all equipment for the PM.
* Ready to meet the casual maintenance.
* Create daily report of plain maintenance and forward to project manager.
* Aware the team about casual maintenance and handover all equipment needed by team.
* Keeping calm and professional when handling with any casualty.
* Keeping stocks, tools ready for CM.
* Arranging teams for visiting different sites.

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| **Souvenir tobacco Ltd- KPK Pakistan** | **Jan 2014 to nov 2014** |
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| **Position** | Office assistant |
| **Location** | Kpk,Pakistan |

**Responsibilities:**

* answer phones and transfer to the appropriate staff member
* take and distribute accurate messages
* greet public and clients and direct them to the correct staff member
* coordinate messenger and courier service
* receive, sort and distribute incoming mail
* monitor incoming emails and answer or forward as required
* prepare outgoing mail for distribution
* fax, scan and copy documents
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* retrieve information when requested
* update and maintain internal staff contact lists
* co-ordinate and organize appointments and meetings
* assist with event planning and implementation
* ensure office equipment is properly maintained and serviced

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| **Karcon Pvt Ltd** | **Oct 2012 to Mar 2013** |
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| **Position** | Computer operator |
| **Location** | Pakistan |

**Responsibilities:**

* Operating computer consoles and peripheral equipment.
* Troubleshooting any IT problems.
* Answering questions from other staff members on IT issues.
* Reviewing output data for accuracy and completeness.
* Updating the files, taking backup and maintenance vital data.
* Producing reports as needed

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| **Academic Qualification and certification/ Short Courses** |

**Academic Qualification:**

Master in Computer Science MCS

Abdul Wali Khan University, Mardan, Pakistan

**Short courses/certificates:**

 Networking (CCNA) MS Office XP.

 Adobe Photoshop Corel draw

 ULead Php

 Html Vb.net

 Operating System: Linux, UBUNTU, Microsoft Windows (98, XP,2000,vista,7,8)

 Typing speed: 45 wpm with 80% accuracy /9500 key depression

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| **Personal Details** |
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| **Date of Birth** | **02-03-1990** |
| **Nationality** | **Pakistani** |
| **Gender**  | **Male** |
| **Marital Status** | **Single** |
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| **Communication skills and Extra-Curricular Activities** |

* **Communication Skills:**

Proficient in reading, writing, listening, and speaking abilities of following languages: English, Urdu, Hindi, Pashto

* **Extra-Curricular Activities**

Surfing Internet

Playing and watching sports

Reading newspapers, Magazines and books etc.

**References** will be furbished on demand