**NAVEED.340118@2freemail.com**

**WHY NAVEED**

* Proven expertise in key operations IT & Technical Operations management.
* Energetic professional offering formal education with set skills.
* Personality with Proactive attitude and strategic team leader with excellent in problem solving skills.

**SYNOPSIS**

* Recognized as a hands-on, proactive professional who can rapidly identify problems, formulate tactical plans, initiate change and implement effective programs in challenging and diverse environments.
* Proficient in the installation and inspection of mechanical equipment, instruments in compliance to installation and inspection procedures and checklist and relative documentation work.
* Skilled in planning, directing, coordinating, and leading the activities of MEP projects to ensure accomplishment of goals, objectives and all elements of the organization within the prescribed time frame and funding parameters.
* Well-versed in managing operations and maintenance machines and equipment in reducing downtime and enhancing operational effectiveness of equipment.
* Excellent relations building skills with the ability to acquire/retain new accounts for prolonged business associations. Extremely organized and highly self-motivated, with a proven background in achieving targets and meeting tight deadlines.
* Meticulously led various operations with end to end responsibility to list down the resource needs for projects, after considering the budgetary parameters set.
* Pioneer in managing resources while creating estimates for the project, work breakdown structure, project plan, contingency plan and schedules, identifying risks within defined scope, quality, time and cost constraints.
* Actively involved in billing and execution of infrastructure using fully modern plants, equipment and techniques.

**EDUCATIONAL BACKGROUND**

* **Metric / Secondary School Certificate**  **(2005-2006)**
	+ Board of Intermediate & Secondary Education AJK ( Pakistan)
* **D.A.E ( Diploma of Associate Engineering**  **(2007-2010)**
	+ Punjab Board of Technical Education Lahore (Pakistan)
* **BSc/ Bachelor of Computer Sciences (2013-2015)**
	+ The University of Azad Jammu & Kashmir (Pakistan)

**PROFESSIONAL EXPOSURE**

**Rehma Islamic Relief Foundation (Islamabad Head Quarter)**

**IT & Network Administrator (March 2011 to July 2013)**

I have offered my services in different areas.

* To monitor all kind of Hardware Issues. ( PC’s and Printers)
* To develop the real understanding of software applications.
* To ensure the proper working LAN N/W.
* To complete the Window deployment process regarding current and new users.
* To define all necessary ID, s and passwords in order to maintain high level of secrecy.
* To develop a smooth working procedure for the end users.

**INTRESTES & HOBBIES**

* **Computing (Web Blogs and Browsing)**
* **Cricket / Football, Video Games, Bowling**
* **Travelling, Swimming**
* **Bike Riding, Hiking**
* **Socializing with Friends & Family**
* Watching Movies, Book Reading
* Planting
* Learning about the environmental issues

**REFERENCE**

**Will be furnished on request:**

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