YUNEEB

[YUNEEB.349767@2freemail.com](mailto:YUNEEB.349767@2freemail.com)

To work in organization where job is challenging, opportunity to prove my mettle is limitless and chance of growth and boundless.

ACADEMIC QULIFICATION:

* BS (Computer Science) in progress …!

Virtual University of Pakistan

* HSSC (Computer Science

Federal Board Islamabad.

* SSC (General Science)

Federal Board Islamabad

CERTIFICATION / ACHIVEMENTS:

1. Computer Elementary course from PAFWA

Full Proficiency in MS Office (Excel / Word).

1. Spoken English language course from PAFWA.
2. Computer Aided Designing course from AMANTECH.
3. Computer Hardware and Software essential course from KCI.
4. English Language Course from IQPASS English learning Centre

ACHIVEMENTS:

* 100% Attendance Appreciation Certificate from AMANTECH.

OTHER SKILLS:

1. Excellent time management skills and ability to multi-task and prioritize work
2. Confident to do any kind of administrative work.
3. Excellent written and verbal communication skills

EXPERIENCE:

ZIMS UFONE HELPDESK, Karachi, Pakistan.

July 2015- Dec 2016

As a Assistant / Network Operation Coordinator.

Responsibilities:

* To answer all the requests received through phone, emails, walk ins, etc., and to ensure that there is proper delivery of the services as per the rules and regulations of the organization as well as by abiding to its quality standards.
* To access and analyze the problem, to study its impact and to advise on the proper supportive functions that are necessary.
* To recognize the problem areas, to gather the relevant information, and to conduct a thorough research to diagnose the source or the root cause of the issue.
* To recommend adjustments to meet the end users requirements and assist in determining, maintaining, analyzing, identifying and monitoring the issues related to problem management.
* To keep a track record of all the relevant documentation and to make sure effective contribution is made to improvise the operational procedures.

KAMMAL INSTITUTE OF INFORMATION AND TECHNOLOGY (KIIT), Karachi, Pakistan

August 2013- July 2015

As a Assist. Admin / Academic Coordinator and Managing Student’s Affairs.

Major Responsibilities:

* Assisting the service and management staff with operational issues.
* Coordinate with the services department, management to ensure completion of objectives.
* Enable positive impact of KIIT’s awareness, outreach and advocacy campaigns for learning difficulties.
* Facilitation with service department for awareness and training programs.
* Assisting the publicity team in establishing useful networking connections.
* Preparing relevant publicity matter ahead of field visits/ presentations / workshops.
* Maintaining records of billing, petty cash expense, consumable resource use, fuel log and other office expense for management assistance.
* Maintaining compliance protocols for all office operations.
* Maintaining records of staff attendance for payroll.
* Assisting the management in budget and resource maintenance.
* Organizing meetings, agendas, events, business trips, etc.
* Responsible for the information flow via telephone, fax, e-mail.
* Managing, Coordinating and supervising the office’s projects, activities and events.
* Assist in maintaining office database.
* Provide general support to visitors.

|  |  |
| --- | --- |
| HOBBIES / ACTIVITIES: | |
|  | | |
|  | | |
|  | Adventure Sports, Study, Movie, Sight seeing | |
|  | Bungee jumping | |

REFERANCES:

To be furnished upon request