

**AFTAB**

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***Objective:***

To utilize my professional skills in an organization where my professional knowledge and technical skills can be properly utilized and optimized, an environment where mutual respect and recognition are based on professionalism.

***Professional Qualification:***

* + **MCS** (Master in Computer Science) University of Arid Agriculture Rawalpindi in 2005.
  + **CCNA:** 3 Months Course in 2005.
  + **B.COM** (Bachelor in Commerce) Punjab University (Punjab College of Commerce Islamabad) in 2001.

***Academic Qualification:***

* + H.S.S.C (G.Science) Federal Board Islamabad in 1998.
  + S.S.C (Science) Federal Board Islamabad in 1996.

***Work Experience***

***October, 2013 to December, 2016***

Three years worked as Admin/Accounts Officer at **International Islamic University Islamabad Schools G-13 Campus**, Islamabad.

***Duties & Responsibilities***

* Receiving visitors at reception, telling and guiding them admissions information and sending them to the concerned
* Making arrangements for meetings, events etc.
* Providing IT support to the staff
* Devising and maintaining office systems and in lab (computers, printers, photocopier)
* Resolving hardware and software issues.
* Taking support from higher management for advertising sources like banners, brochures, cable ad etc.
* Monitor and supervise for hanging, distributing and displaying brochures & banners in different areas.
* Responsible for preparing student progress reports, different character and performances certificates from printing vendors
* Providing support for hiring new staff
* Making & issuing circulars or notifications to parents.
* Monitors overall office operations
* Liaison with Parents, Bank, Ptcl, , IIU IPD, Security Company, Police and vendors
* Support and assist Head/Principal on with the day to day operations
* Dealing with telephone and email enquiries
* Creating and maintaining filing systems
* Ordering and maintaining stationery and equipment
* Distributing incoming post and organizing and sending outgoing post
* Photocopying and printing various documents
* Tracks office supply/inventory
* Maintaining admissions & withdrawal register, income & expenditure register.
* Provide support to the concerned persons regarding transport vehicles operations, and generator maintenance.
* Prepare journal entries in the daily expense sheet and fee paid sheet.
* Maintain and reconcile bank account statements with fee paid vouchers
* Review and send expense/bank account report to the head monthly.
* Assist, making and disbursing monthly salary to staff after get approval from the head/Principal.
* Making and issuing monthly fee challans to students.
* Administer accounts receivable and payable
* Making and disburse franchise fee to IPD monthly.
* Responsible for making and issuing schools leaving certificates and transfer order certificates after clearance of security fee to parents in case of admissions withdrawal and transfer out.

***October, 2012 to October, 2013***

One year worked as IT ASSISTANT at **Toyota Islamabad Motors,** Sector G-6/1-1 Aabpara Islamabad.

***Duties & Responsibilities***

* Responsible for installation of TIM application software etc.
* Responsible for creating, deploying and maintaining window server 2003 workgroup network and client machine user rights.
* Responsible for installation, configuration and backup of MS SQL Server 2008 database.
* Ensure proper installation and functioning of UPS at all TIM Offices.
* Handle all internet connectivity issues with ISP to provide internet access and availability to TIM staff.
* Provide help desk Support for the TIM staff to resolve any technical issues.
* Install Antivirus/Anti-spam including Multi-tier Software.
* Test and ensure of the TIM Network setup and furnished.
* Data entry, maintenance and cleaning under the supervision and guidance of Manager.
* Perform all additional technical or non-technical responsibilities and duties assigned by Senior Management of TIM within IT domains.
* Responsible for regular updating of Toyota Islamabad Motor’s Website, search and download necessary data and information from other web-sites and solves any technical problem in accessing data on Web.

***September, 2006 to 2008***

Two years worked as Admin/Accounts Officer at **Career Pakistan Pvt**. (Headhunting career building Organization) Blue Area, Islamabad.

***January, 2006 to June, 2006***

Six months worked as Internee at **EnterpriseDB (Pvt)** (Enterprise PostgreSQL US-Based software house) STP, Islamabad.

***Duties & Responsibilities***

* Create, maintain and update daily, weekly and monthly employee’s attendance reports from soca server to domain using jsp script link with relational data base ms-access as back end.
* Create front end interface of reports using jasper reports engine with different tools and techniques.
* The output of reports in different formats like pdf, word and exel file extension.
* Monitor outsourced IT activities.
* Installation and maintenance of different software.

***Professional Skills:***

* Ability to multitask and meet deadlines
* Maintains staff confidentiality& self - directed
* Working knowledge of Email, Ftp, Outlook, Excel, Word, Power Point, Urdu Inpage, wifi networks connectivity on cells and computers.
* Making and maintaining email, skype and face book ids
* Troubleshooting and configuration of hardware devices and software applications.
* Excellent oral and written communication skills
* Languages: Urdu, English, Arabic basics, Punjabi