***Curriculum Vitae***

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| **hasan**RESUME ***SYED*** ***SYED.372284@2freemail.com*** | **MCS****(MASTER OF COMPUTER SCIENCES)**  |

**Career Objectives**

A challenging position with an expanding and dynamic organization where I can implement skills that I have learnt through my education and experience and as well as enhance my knowledge by way of dedication and hard work.

**Personal Details**

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| * **Country of Stay: U.A.E**
 | * **Country of Residence: PAKISTAN**
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| * **Date of Birth:**01/11/1983
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| * **Languages:**
1. **English:** Second Spoken Language
2. **Arabic:** Excellent Level
3. **Urdu:** Native Language
 | * **Prefer Interview Language:** English

**Religious:** Muslim. |

**Academic Qualification**

1. **Degree:** Master of Computer Sciences **(MCS) (2011)**

**University: Punjab University**, Lahore, **PAKISTAN**

**Grade/CGPA:** 3.21/4.00 (80%) **A** Grade

1. **Degree:** Bachelor of Computer Sciences**(B.CS) (2008)**

**University:** **Punjab University**, Lahore, **PAKISTAN**

**Post Qualification Experience**

1. **May. 2015 – Till Date**

**Desigination:** Working as **Purchase Representative** and **Data Entry.**

**Organization:**  **RAMEZ GROUP, U.A.E**

**Tasks Performing**

Making and releasing purchase Orders.

Maintain the stock in all branches.

Check the prices.

Cross investigating between different markets.

Dealing with different suppliers.

Dealing with Cosmetics & Detergents also food Stuff.

1. **Nov. 2012 – Aug.2014**

**Desigination:** Worked as an ***I.T Manager & Assistant to C.E.O***

**Organization:** ANWAR AL MASTAQBAL CO. (HYUNDAI Motors LIBYA)

**Tasks Performing**

Assist to C.E.O in different meetings.

Working on website building

Maintenance of computers

Networking

Installation of software & troubleshooting of computers

Finalizing the purchase orders of cars till delivery.

Installation of security cameras

Installation of security alarms & security gates

Designing pan flexes& booklets

1. **July 2012 – Nov. 2012**

**Desigination:**  Worked as an ***I.T Officer***

**Organization: TOYOTA MOTORS** (Libya)

**Tasks Performed**

Working on website building.

Maintenance of computers.

Networking

Installation of software & troubleshooting of computers

Finalizing the purchase orders of cars till delivery.

1. **September 2010 – May 2012**

**Desigination:**  Worked as an ***I.T In charge***

**Organization:** Minhaj-ul-Hussain University Lahore, ***PAKISTAN***

**Tasks Performed**

Complete management and take care of computer labs.

Publicity advising.

Maintenance of computers both Hardware & Software.

Composing books & literature for public acknowledgment.

Design website and its maintenance.

**Pre-Graducation Experience**

**May 2008 – June 2010**

**Desigination:**  Worked as an ***Administrator***

**Organization:** Mashhad University, **ISLAMIC REPUBLIC OF IRAN**

**Tasks Performed**

Training of students about P.C networking in English

Computer Lab In charge at School & College

Making websites for different companies

Participating from Pakistani students delegation in Iran

**IT Skills**

* ***Microsoft Office*** (Excel, Power Point, Word & Publisher).
* Managing ***Microsoft Windows OS, DOS & Troubleshooting.***
* Diploma in ***Microsoft Office Management and Internet.***
* Diploma in ***Computer Hardware & Maintenance***.
* ***Total Networks Management, Adobe Photoshop & Coral Draw, Web designing, web management.***

**Key Skills:**

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| --- | --- | --- |
| * *Hard worker*
 | * *Team Player*
 | * *Problem Solver*
 |
| * *Dynamic*
 | * *Highly Qualified*
 | * *Reliable*
 |

**Interests:**

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| --- | --- | --- | --- |
| * *Operations*
 | * *Customer Care*
 | * *Research*
 | * *I.T Services*
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**References:**

Will be furnished on request