***Curriculum Vitae***

|  |  |
| --- | --- |
| **hasan**  RESUME  ***SYED***  [***SYED.372284@2freemail.com***](mailto: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**

|  |  |
| --- | --- |
| * **Country of Stay: U.A.E** | * **Country of Residence: PAKISTAN** |
|  |  |
| * **Date of Birth:**01/11/1983 |  |
| * **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:**

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

**Interests:**

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

**References:**

Will be furnished on request