Visit visa (single/short)

Pakistani Nationality

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Taimoor.376207@2freemail.com

**TAIMOOR**

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**OBJECTIVE**

I am seeking a position in a growing institution offering challenging work environment and opportunities. I am interested in learning new functions, utilize my capabilities and willing to adapt changes driven by professional requirements.

**EXPERIENCE**

**Assistant IT Manager | Jinnah Medical College**

[SEPTEMBER 2016] – [NOVEMBER 2017]

1. Manage backup, security and user help system.
2. Consult with users, management and technicians to assess computing needs and system requirements.
3. Stay abreast of advance technologies.
4. Meet with department head and others to solicit cooperation resolve problems
5. Control operational Budget and expenditures.
6. Evaluate the organizations technology use and needs and recommend improvements, Such as hardware and software upgrades.
7. Prepare and review operational reports and project progress reports.
8. Purchase necessary equipment.
9. Networking of labs and installing/repairing CCTV cameras.

**Assistant| Drupak**

[AUGUST 2015] – [JULY 2016]

1. Maintained work area in a neat and clean fashion.
2. Set up and arranged meetings with clients.
3. Responsible for preparing meeting agenda, proposals & letters.
4. Worked as an Assistant in Drupak answering phone calls, emails and dealing with customers or clients.
5. Generated budgets and presented them to promotion team.
6. Organized different events for promotion of Drupak and Drupal Framework.

**Admin Internee | Provincial Disaster Management Authority KPK**

[AUGUST 2015] – [OCTOBER 2015]

1. Maintain and update filing, inventory, mailing and database systems either manually or using a computer.
2. Answer telephones, direct calls and take messages.
3. Operate office machines such as photocopiers and scanners, voice mail systems, personal computers.
4. Communicate with employees and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
5. Compute, record and proofread data and other information, such as records and reports.
6. Type, format, proofread and edit correspondence and other documents from notes or dictating machines using computer.
7. Complete work schedule, manage calendars and arrange minute meeting.
8. Prepare meeting agendas, attend meetings and record transcribe minutes.

**EDUCATION**

**Bachelor of Sciences in Computer Science (HONS) | [University Of Engineering and Technology Peshawar]**

[2012] – [2017]

**Intermediate (Pre-Engineering – 1st Division) | [Peshawar Public School & College]**

[2010] – [2012]

**Matriculation (Science – 1st Division) | [Peshawar Public School & College]**

[2009] – [2010]

** Projects**

**Subject: Online quiz and assignment system (FYP)**

• Research and Implementation Based (Group Project)

**Subject: Unity 3D Game**

• Semester Project

**Subject: Website Design**

• Semester Project

**SKILLS**

|  |  |  |
| --- | --- | --- |
| • Communication & Presentation skills | • | Networking |
| • | MS – Office | • | Web Development |
| • Team Work & Time Management | • | Administration |
| • | Sale & Marketing | • | Customer Care Services |
|  |  |  |  |

**AWARDS AND PARTICIPATIONS**

1. I've been working (self-employed) for over 3 years. I've gained an experience in field of Programming, Web and Graphic Designing. I've achieved many goals. I’ve participated in the Pakathon Peshawar (arranged by PAKATHON) and have got second position in this event [(http://challengepost.com/software/where-s-the-school-bus](http://challengepost.com/software/where-s-the-school-bus) ). Worked on a wide range of projects related to, Web Design, and Responsive Websites. . Currently I'm working and gaining more experience and learning new things related to graphics (Unity), Application Programming in Android.
2. Participated in CUETC event in City University in Software Project Competition.
3. Participated in CECOS university Techno Carnival In web Designing module and got first Position.
4. Participated in Drupal camp Peshawar organized by Drupak.

**LANGUAGES**

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English (Fluent)

Pashto (Fluent)

•

•

Urdu (Fluent)

Punjabi (Fluent)

**EVENTS ORGANIZED / ORGANIZER**

|  |  |  |
| --- | --- | --- |
| • | Organized UET funfair | • Organized UET Fun Carnival |
| • Organizer in youth leader conference | • | Ambassador of Drupak |
| • | Organized Drupal 8 release party | • | Organized Drupal Global day |

* Organized Drupal Camp in Fast University