Ahsan

IT Assistant

Seeking a Challenging full-time position job in Information Technology Management Industry to grow my career advancement to make successful achievements. To reach the maximum extent in my career by gaining more experience.

**Email:** [**ahsan.391405@2freemail.com**](mailto:ahsan.391405@2freemail.com)

**WORK EXPERIENCE**

**1) IT Administrator**

Grand Regency Hotel & Resorts

*03/2015 — 11/2016*

*Bahawalpur, Pakistan*

* + Respond efficiently to queries and problems from guests and system users.
  + Having awareness of Network and technical communication of Hotel.
  + Strong knowledge of Server Hardware & Networking.
  + Having strong sense of scanning, photocopier machines, MS Office and other IT tasks.
  + Handling online Reservation system of Hotel
  + Handling Mobile communication of Customers through Hotel app for online services.
  + Providing room technologies to customers.
  + Flexible in working hours, including weekends, evenings and holidays.

1. **IT Assistant Manager**

Youth Computers Organization

*02/2017 – 10/2018* *Bahawalpur, Pakistan*

* Completing tasks assigned by the general manager accurately and efficiently.
* Hiring, training and developing new employees.
* Resolving customer issues to their overall satisfaction.
* Maintaining merchandise and a visual plan.
* Motivating employees and ensuring a focus on the mission of the company.
* Representing Good image of Company on social platform.
* Team handling and Leadership Qualities
* Obtaining high level quality standards from employes.

**EDUCATION**

**MSc.IT (Masters In Information Technology)** University Of Central Punjab, Lahore

*01/2016 – 08/2018* *Bahawalpur, Pakistan*

**Bs.IT (Bachelors Of Information Technology)** University Of Central Punjab, Lahore

*02/2013 – 10/2015* *Bahawalpur, Pakistan*

**SKILLS**



Excellent Communication Skills ( Multilingual )



Strong sense of Responsiblity



Ability to achieve assigned Targets



Ability to organize and maintain multiple projects



Proactive Confident in approaching peoples



Key focus on company Strategies



Excellent Time Management skills



Ability to work under pressure



Ability to troubleshoot hardware and software



Strong knowledge in software Programming



Visual Basic C++, HTML , C++,XML,Wireshark



Have knowledge in Hotel IT Tasks



Excellent Interpersonal and Analytical Skills



MS Windows XP Pro, Vista Windows 10, MS office

**CERTIFICATES**

* Experience Certificate (03/2015 – 11/2016)

*IT Administrator At Grand Regency Hotels & Resorts*

* Experience Certificate (02/2017 – 10/2018)

*IT Assistant Manager At Youth Computers Organization*

* IELTS (International English Language

Test) "6 Bands" (09/2015)

*UK British Counsel*

**LANGUAGES**



English



Urdu / Hind