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| Naeem NAEEM.167403@2freemail.com Document Controller / Web Developer / IT Administrator |

**To: HR Department / Admin Department**

Dear Sir / Madam,

I would like to propose my candidacy for above mention position. As a highly organized, motivated and determined individual who will do everything possible to maximize administrative efficiency, I feel I would make an ideal candidate for your position. I have a strong natural drive for continuous improvement, am keen to do things differently and always challenge constructively. I am eager to bring following qualifications to your organization:

* Demonstrated ability to meet with clients and build/document web site requirements
* Effectively able to plan mock-ups and storyboards
* Adept at optimizing content by means of various SEO techniques
* Track record of creating website architecture and finding out hardware and software requirements
* Knowledge of choosing and arranging information

My technical proficiencies include demonstrated expertise in HTML, CSS, PHP, SQL Server and ActionScript and a profound knowledge of Java. Additionally I have worked extensively with managing search engine optimizations and comprehend the capabilities of different browsers. Furthermore, I am competent in building custom interfaces as my coding standards are definitely above par. Owing to the fact that I am a born team player, it is easy for me to work well in a team fostered environment which makes my work easy and fun to do.

At this precise stage of my career I am interested in joining a stable, fast-growing company like yours that encourages professional development, fosters teamwork and rewards ingenuity. I am certain that a face-to-face meeting between us would more fully reveal my positive attitude and ability to meet your expectations. I would therefore greatly welcome the chance of an interview and hope that you will invite me to one.

Thank you very much for taking the time to review my application.

1. Resume and Certificates
2. References and Portfolio

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| Personal Information |
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| **Job TitleS** | **:** | Document Controller / IT Administrator  |
| **Nationality** | **:** | Pakistani |
| **Date of Birth** | **:** | 4th May, 1988 |
| **Gender** | **:** | Male |
| **Marital Status** | **:** | Married |
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| Professional Objective |
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| To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization's noble and humanitarian goals and simultaneously provide excellent opportunities for career development and personal growth. An aspiring team worker, hardworking and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation an aspiring team worker, hardworking and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation |
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| My Skills Summary  |
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| SNo. | Area Of Expertise | Experiance / Proficiency Bar |
|  | **Beginner** | **Intermediate** |  | **Expert** |
|  | System administration |  |  |  | 75% |  |  |  |
|  | Server Configuration |  |  |  |  |  | 85% |  |
|  | Network Services Support and Management |  |  |  | 70% |  |  |
|  | Web developing |  |  |  |  |  |  | 90% |  |
|  | E-commerce |  |  |  |  | 70% |  |  |
|  | Graphic design |  |  |  |  |  | 80% |  |
|  | Commercial awareness |  |  |  |  |  |  |  | 100% |
|  | Photoshop |  |  |  |  |  |  | 90% |  |
|  | 60wpm typing speed |  |  |  |  |  |  |  | 100% |
|  | Server administration |  |  |  | 50% |  |  |  |  |
|  | Microsoft operating systems |  |  |  |  |  |  |  | 100% |
|  | Computer networks and TCP/IP |  |  |  |  |  |  |  | 100% |
|  | Network cabling |  |  |  |  |  |  |  | 100% |
|  | Supporting desktop systems |  |  |  | 50% |  |  |  | 100% |
|  | Microsoft SQL Server |  |  |  | 65% |  |  |  |
|  | Document management |  |  |  |  |  |  |  | 100% |
|  | Data entry |  |  |  |  |  |  |  | 100% |
|  | Office IT skills |  |  |  |  |  |  |  | 100% |
|  | Secretarial tasks |  |  |  |  |  |  |  | 100% |
|  | Document Control |  |  |  |  |  |  |  | 100% |
|  | Office Administration |  |  |  |  |  |  | 90% |  |

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| Education |  |  |  |
|  |  |  |  |  |
|  | **BS (INFORMATION TECHNOLOGY)**  | **Grad. Year** | **:** | **2007-11** |
|  | Perston University Islamabad Pakistan  |
|  |  |  |
|  | **Intermediate (F.A Commerce)** | **Grad. Year** | **:** | **2006-07** |
|  | Federal Board of Secondary Education  |
|  |  |
|  | **Matriculation (SSC)** | **Grad. Year** | **:** | **2001-02** |
|  | Federal Government High School No. 5, Askari Bazar Lahore Cantt. |

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| Diploma / Courses / Certifications |

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|  | **Diploma in Web Design** | * Date
 | : | **31st Mar, 13** |  |  |  |
|  | Advance Learning Interactive Systems Online  | logo-small.png |
|  |  |
|  | **Diploma in Web Business Development and Marketing** | * Date
 | : | **11th Apr, 13** |  |  |  |
|  | Advance Learning Interactive Systems Online  | logo-small.png |
|  |  |
|  | **Linux Enterprise Administration Course** | Date | : | **30th Mar, 2010** |
|  | University College of Advanced Technologies (UCAT)7B, The Mall, Opposite state life building, Saddar Cantt, Rawalpindi, Pakistan | 321568_211189092276460_1996338449_n.jpg |
|  |  |
|  | **CCNA Training** (Certified Cisco Network Associate) | Date | : | **2007-2009** |
|  | University College of Advanced Technologies (UCAT)7B, The Mall, Opposite state life building, Saddar Cantt, Rawalpindi, Pakistan | 321568_211189092276460_1996338449_n.jpg | Cisco_CCNA_Logo512.png |
|  |  |
|  | **Web Designing** | * Date
 | : | **31st Jan, 04** |  |  |  |
|  | Dominant Academy of Computer Science (DACS)Karachi, Pakistan | Untitled-2.jpg |
|  |  |
|  | **IT-Basics** | * Date
 | : | **31st Jul, 03** | Cert. No | : | **00132/0020** |
|  | Dominant Academy of Computer Science (DACS)Karachi, Pakistan | Untitled-2.jpg |
|  |  |
| Professional Certifications / Workshops |

|  |  |
| --- | --- |
|  | **1st International Conference on Psychotrauma** |
|  | National University of Sciences and Technology, Pakistan (NUST) | nust-pic.jpg |
|  | ParticipationAs | **:** | **Organizer / Participant** | Date | **:** | **30th – 31st Aug, 2008** |
|  |  |
|  | **Workshop on Communication Skills** |
|  | Army Medical College, Abid Majeed Road, Rawalpindi, Pakistan (AM College / AMC) | **banner.jpg** |
|  | ParticipationAs | **:** | **Participant** | Date | **:** | **18th Jan, 2009** |
|  |  |
|  | **Workshop on Research Methodology & Biostatistics** |
|  | Army Medical College, Abid Majeed Road, Rawalpindi, Pakistan (AM College / AMC) | banner.jpg |
|  | ParticipationAs | **:** | **Participant** | Date | **:** | **31st Jan –1st Feb, 2009** |
|  |  |
|  | **ISO 9001:2008 Quality Management System Techniques in Healthcare** |
|  | Direct Assessment Services Training (DAS Certification)Military Hospital, Rawalpindi, Pakistan | **DAS-Logo-240.jpg** |
|  | ParticipationAs | **:** | **Participant** | Date | **:** | **18th – 19th Jan, 2010** |
|  |  |
|  | **Workshop on Research Methodology for Undergraduates** |
|  | Armed Forces Institute of Pathology, Combined Military Hospital Rawalpindi, Pakistan  | **afip_04.jpg** |
|  | ParticipationAs | **:** | **Organizer / Participant** | Date | **:** | **26th Mar, 2010** |
|  |  |
|  | **Workshop on Databases for Doctors** |
|  | Military Hospital, Rawalpindi, Pakistan | **amcolian-logo-in-grey-colou.png** |
|  | ParticipationAs | **:** | **Demonstrator / Participant** | Date | **:** | **19th Dec, 2010** |
|  |  |
|  | **Workshop on Communication Skills** |
|  | Pathology Laboratory, Army Medical College Abid Majeed Road Rawalpindi | **amcolian-logo-in-grey-colou.png** |
|  | ParticipationAs | **:** | **Organizer** | Date | **:** | **4th Dec, 2015** |

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| Languages |

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| **Mother tongue :** | **Urdu** |  |  |  |  |  |  |
|  |  | **Understanding** |  | **Speaking** |  | **Writing** |
| Language\* |  | Listening |  | Reading |  | Spokeninteraction |  | Spokenproduction |  |  |

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| English |  | Proficient |  | Proficient |  | Proficient |  | Proficient |  | Proficient |
| Punjabi |  | Proficient |  | Proficient |  | Proficient |  | Proficient |  | Intermediate |
| Arabic |  | Proficient |  | Intermediate |  | Intermediate |  | Beginner |  | beginner |
| Persian  |  | Beginner |  | Beginner |  | Beginner |  | Beginner |  | Beginner |

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|  |  | *\*Common European Framework of Reference for Languages: (*CEFR) |

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| Professional Experiance |
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|  | **Web Application Developer / Assistant Administrator** |
|  | Army Medical College – Rawalpindi, Pakistan |
|  | August 2015 to Present |
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|  | Job Responsibilities / Duties |
|  |  | Building PHP websites using PHP based frameworks |
|  |  | Developing advanced database driven websites & systems  |
|  |  | Developing Database web application |
|  |  | Training to juniors and office staff related to develop application |
|  |  | Organizing different workshops and symposia for students of Army Medical college |
|  |  | Document controlling making a record of all correspondence |
|  |  | Maintaining a tracking facility to enable documents to be updated easily |
|  |  | Ensuring all documents are as up to date as possible within electronic filing systems |

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|  | **IT Manager / Document Controller** |
|  | Amrouni International Construction LLC – Buraimi, Sultanate Of Oman  |
|  | October 2013 to July 2015 |
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|  | Job Responsibilities / Duties |
|  |  | Producing documentation on operational, system and user procedures & guidelines. |
|  |  | Building, configuration and troubleshooting of server and desktop hardware. |
|  |  | Maintaining maximum availability of supported services for users. |
|  |  | Ensure adequate antivirus protection & solutions are maintained and updated |
|  |  | Identify and recommending improvements for E-mail applications & Web-page development |
|  |  | Scanning in all relevant new documents |
|  |  | Checking despatch documents are accurate |
|  |  | Presentation and filing of documents and drawings |
|  |  | Responsible for maintaining hard copy information. |
|  |  | Making RFI’s, MAS Sheets, Quantity reports, RFI’s Reports as well as MOM |
|  |  | OS Installations  |
|  |  | Filing, archiving, photocopying, scanning and faxing documents. |
|  |  | Making travel and accommodation arrangements for Company Directors and senior manager |
|  |  | Issuing and distributing controlled copies of information |
|  |  |  |
|  | **IT Administrator / Document Controller / Secretary** |
|  | SUNIR International Co. – Nizwa Sultanate of Oman |
|  | March 2011 to September 2013 |
|  |  |
|  | Job Responsibilities / Duties |
|  |  | Maintaining / Update and trouble shoot the network of office |
|  |  | Managing and maintaining a Document Control System |
|  |  | Filing, archiving, photocopying, scanning and faxing documents. |
|  |  | Creating invoices, filing receipts and dealing with all financial documentation. |
|  |  | Making travel and accommodation arrangements for Company Directors and senior manager |
|  |  | General ad-hoc duties such as ordering stationary, making tea, and tidying the office area. |
|  |  | Preparing correspondence and documents from digital dictation. |
|  |  | Handling confidential information in line with the firms data security protocols. |
|  |  | Maintaining office equipment & arranging any repairs or replacements |
|  |  | Maintenance & management of the Critical Windows based Server Environment. |
|  |  | Managing and monitoring of backups in multiple locations. |
|  |  | Liaising & meeting with external suppliers of IT services. |
|  |  | Troubleshooting technical problems and implementing solutions. |
|  |  | Responsible for the fast and accurate troubleshooting of reported faults |
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|  |  | Achievements |
|  |  |  | During two years 100% (double) salary increment (200 OMR Started) |
|  |  |  | During 2 years working I was promoted to Project Head of IT  |
|  |  |  | Make good and healthy relations with Ex-colleagues  |
|  |  |  | During tenure developed and maintained applications and network system |
|  |  |  | Build Mail server (without any extra cost worked within limited resource) |
|  |  |  | Build Web server (developed a web application also) |
|  |  |  | Create VPN server (for connecting staff and worked or access their data anywhere) |
|  |  |  | Create FTP Server (For uploading and Downloading New and Updated Data) |
|  |  |  | Create Document Management System (For Analysis and Review Documents) |

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|  | **Assistant Administrator / Web Assistant Administrator** |
|  | Amcolians Alumni Association - Army Medical College, Abid Majeed Road Rawalpindi |
|  | August 2007 to Febuaray 2011 |
|  |  |
|  | Job Responsibilities / Duties |
|  |  | Providing secretarial services such as minute taking, WP and diary management. |
|  |  | Ensuring office procedures and systems operate efficiently |
|  |  | Setting up e-mail groups for committees |
|  |  | Ongoing design and maintenance of new and existing websites. |
|  |  | Designing landing pages and also email addresses. |
|  |  | E-Newsletter designing and collecting news for it |
|  |  | Preparing correspondence and documents from digital dictation. |
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|  |  | Achievements |
|  |  |  | Having four year experience during four years 5 times salary increment (Started 3,000) |
|  |  |  | Organized 4 Annual symposium, 25 workshops and 3 State of The Art lectures |
|  |  |  | Part of Amcolians Alumni Association Website and Maintained it Individually |
|  |  |  | Create e-Newsletter for Alumni Members to keep them inform. |
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| IT Projects |
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|  | **Project Name**  | **:** |  |
|  | **Client**  | : | Pakistan Association of Dermatologist |
|  | **Project of** | : | Website Development and Designing |
|  | **Wroked As** | : | Web Developer |
|  | **Date**  | : | January, 2011 to November, 2011 |
|  |  |
|  | **Project Name**  | **:** | **AAA Database Application**  |
|  | **Client**  | : | Amcolians Alumni Association, Army Medical College Rawalpindi |
|  | **Project of** | : | Vb.net  |
|  | **Wroked As** | : | **Vb.net, Layout / Database Designer – Voluntarily** |
|  | **Date**  | : | March, 2012  |
|  |  |  |  |
|  | **Project Name**  | **:** | **AAA Web Maintenance**  |
|  | **Client**  | : | Amcolians Alumni Association, Army Medical College Rawalpindi |
|  | **Project of** | : | Mysql, PHP, Html, CakePhp  |
|  | **Wroked As** | : | PHP Developer |
|  | **Date**  | : | August, 2015  |
|  |  |  |  |
|  | **Project Name**  | **:** | **AAA Web Application (Alumni Information System)** |
|  | **Client**  | : | Department of Amcolians Undergraduate Research Fourm (AURF) Army, Medical College Rawalpindi |
|  | **Project of** | : | Mysql, PHP, Apache, Html, Photoshop, CSS |
|  | **Wroked As** | : | Web Application Developer |
|  | **Date**  | : | Present – 2015 (Training and Development) |

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| Professional and Personal Skills |
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|  | Strong IT, database and communication skills |
|  | Experience with document control packages such as Asite |
|  | Excellent interpersonal skills and a professional telephone manner |
|  | Utilizing a range of office software, including email, spreadsheets and databases |
|  | Experience of XHTML, CSS, PHP |
|  | Ability to cope and work under pressure. |
|  | Able to work as part of a team. |
|  | Ability to multitask and manage conflicting demands. |
|  | Ability to priorities tasks. |
|  | Maintaining an electronic and hard copy filing system. |

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