***Presentation of Qualification***

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**PERSONAL PROFILE**

**Name:**

Zaman

**E-mail:**

[zaman.381126@2freemail.com](mailto:hafiz89zaman@gmail.com)

**Date of Birth:**

05-04-1989

**Education:**

Matriculation

Punjab, Pakistan

**Technical Education:**

Diploma of Associate Engineer (Electronics)

***(Degree BSIT)***

(PMAS) University of Rawalpindi, Pakistan.

***Additional Courses:*** Windows Installation,

Ms-Office.Ms Excel

**Nationality:**

Pakistani.

**Material Status:**

Married.

**Religion:**

Islam.

**Languages:**

English, Punjabi, Urdu, Arabic & Hindi.

**Visa Status:**

Visit Visa.

**Professional profile**

**I.TEngineer:**

With expertise in geodesic skills highly developed mental capabilities exceptional interpersonal skills and officiate obligation with full concentration and dedication.

**Objective:**

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be as asset for its effective functioning and be a team player for the achievement of geodesic goals and its success.

**Over view:**

A result oriented self skilled learner effective communication a quick learner.Adopted determined great team player and a problem solver.

**Interpersonal skill:**

* Hard working, efficient, proficient
* Deal effective with conflicts
* Adopts to changes
* Web and graphic designing
* Adobe creative suite (Photoshop, illustrator, in design)
* HTML, CSS.
* MS WindowsMicrosoft office(Word, Power Point, Excel)

**Having Good Knowledge and Experience of I.T.**

**Total field experience 05years:**

* 2 years experience in U.A.E (Sharjah).
* 3 years’ experience in Pakistan.

**Jan 2016 to Feb 2018 (Sharjah U.A.E)**

***STRABAG International Construction Co. L.L.C.***

***Designation:******Administrative Secretary.***

***Project:*** *Airport Operations and Crisis Centre.*

***Client :*** *Sharjah Civil Aviation (SCA).*

**System:**

* Make the Site Salary sheets.
* Create monthly expense report

**Responsibilities as a I.T Engineer:**

**Responsibilities:**

* Preparation of site staff attendance report on software SQL.
* Arrangement of ticket and other site requirement for workers on annual

as well as emergency vacations.

* Keeping the record of PM meeting and its scheduling and announcement.
* Handling Site Petty Cash Control, Reconciliation.
* Make Cash & Bank Voucher and enter in SQL database for Accounting
* Execute timely, efficient and effective operations of the department.
* Prepare administrative reports for the senior management team.
* Handle office correspondence and filing systems.
* Handle information requests from clients and visitors.
* Arrange, schedule and organize board meetings, staff meetings and other departmental meetings when required.
* Handle media and interviews effectively.
* Organize and update databases effectively.
* Assess and evaluate inter-departmental functions and activities.
* Troubleshoot problems arising internally.
* Integrate best practices and standards in administrative functions.

**Sep 2011 to Oct 2015 (Gujranwala Pakistan)**

***City housing society private Ltd. (Pakistan)***

***Designation: I.T engineer***

***Project:*** *QA & Graphics designing.*

***Client :*** *Major Amir*

**Technical skills:**

* Web and graphic designing
* Adobe creative suite (Photoshop, illustrator, in design)
* HTML, CSS.
* MS Windows
* Microsoft office(Word, Power Point, Excel)

**Responsibilities as a I.T Engineer:**

* Graphics designing (GUI, ICONS, Front page ,background page)
* Work with UI managers and team to define user flows and sitemaps
* Perform and implement user research for surveys and feedback
* Collaborate on scenarios, end-to-end experiences, and screen designs
* Work with engineering, frontend, and backend developers as needed
* Quality assurance QA (applications and games)
* Hands and experience in QA game testing with strong passion of games.
* Comprehensive knowledge of game testing cycle, software development and testing tools.
* In depth knowledge of bug tracking tools, bug tracking software, screen capturing tools, graphical interface and game testing machine.
* Proficient in Microsoft applications like word, spread sheet and the internet.
* Ability to communicate proficiently with strong analytical and troubleshooting skills.
* Review product design documentation to ensure that requirements stated are correct, unambiguous, and verifiable.
* Consult with product development to evaluate system interfaces, operational requirements, and performance requirements of overall system.
* Define test methods and create test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements as well as established standards under both normal and abnormal conditions.
* Recommend design improvements or corrections to engineers throughout the development process.
* Maintain effective communication with the project software engineers on project limitation, capability, performance requirement and hardware interface changes.
* Execute test plans and create test reports to describe program evaluation, testing, and correction.
* Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation.
* Conduct compatibility tests with vendor-provided programs.
* Formulate and design software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.
* Create test tools that facilitate data gathering and test method execution.
* Support manufacturing by verifying fixture software or any software used during production.
* Support clinical studies by validating data collection processes.
* Participate in risk management meetings.

**Declaration:**

I request you to grant me an opportunity for an Interview to prove my credentials at your convenience and certify that the above details are true and to the best of my knowledge.