

Contact:

TAIMOOR SALEEM

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Address. Gourakh Pur PO Box Dahgal Colony Adyala Road Rawalpindi.

OBJECTIVE

Having zeal for managing through coordinated effort by using minimum resources and achieving maximum output. I am eager to learn and develop myself in demanding roles. I am sure that you will invariably find me up to your expectations. I believe my potential could be achieved in this field if I am given the opportunity.

AREAS OF Expertise

- IT Management
- IT Programming
- Network Manager

EDUCATION

- ***MSCS (Computer Science)***
- ***B.sc (Double Math & Stat)***
- ***B. Com***
- ***F.Sc Pre-Engineering***

Professional Career:

Qatar Charity
Aug 2010 to
till date

IT Assistant

Major Responsibilities:

- **Work in Qatar Charity (INGO) in Islamabad last 8 years and till.**
- Hardware, Networking and troubleshooting
- MS word, MS excel, MS Outlook, MS power point and etc.
- Data Entry, Data backup.
- Printer sharing or printer network sharing.
- Window Server 2003 and 2008, Software installation, Window XP, Window Vista, Window 7, Window Server, Window 8,8.1,10 etc.
- Internet and Email.
- Support online to field offices.
- Maintain IT inventory.
- Working on In page.
- Adobe Acrobat, Adobe CS6 (Dream wear (HTML), Flash, firework, Illustrator, Adobe Photoshop).
- Corel draw, Design office banner, Letter Head and card & etc.
- Video Editing.
- Working on database, like oracle, SQL.
- Working with Program team, social protection, finance and general IT support
- Working with Admin Logistic Department, call quotation request from vendors, Tender opening, make bid analysis to select vendor, check vendor quality and capacity and delivery date and time, Make Purchase Order. Market analysis and etc.

- Establish new office and design networking, Intercom, Telephone exchange, Electrical work.
- Internet and Email. & Support online to field offices.
- Regular visit to field offices as required.
- Cleaning and maintenance of Office-wide Computers and printers etc.
- Keep a log of user's complaints and support/solution provided.
- Maintain computer peripheral equipment such as scanners, printers, projectors; ensure that these are prepared and ready to be used.

Al-Noor
Computers
Oct 2008 to
Jun 2009

Working on the **computer** hardware and network base in Rawalpindi (Saddar).

Major Responsibilities

- Hardware and Networking
- Installation Windows and different software
- Maintain desktop and stock.

Indus College
Feb 2010 to
July 2010

Six months **Experience** on database in Indus College of commerce Rawalpindi.

Major Responsibilities

- Installation windows and different software.
- Window server 2003
- Maintain database, update student's records, and make result on database.
- Make data backup of systems.
- Installation of security cameras.
- Maintain employee sheets.

COMPUTER
Courses

Courses

- 03 months' web development course (PHP) from REDPRO Education {Select Centre, F-11 Mkz} Islamabad.
- 06 months' certificate in advance (All Product of Adobe (Dreamweaver, Flash, Fireworks, Photoshop, Corel Draw, Illustrator In page, 3D) CS4) web designing from REDPRO Education {Select Centre, F-11 Mkz} Islamabad.
- 06 months' certificate in the web designing from Skill Development Council.
- 03 months' certificate in Excellence Institute of computer science. (MS Office, Excel, Power Point, Front page, Dos, Internet).

Languages

(1) English (2) Urdu (3) Punjabi

Computer &
others

Well versed with computer use and other professional equipment's e.g. digital camera, Thuraya, GPS, Scanner, fax, Photocopier and radio sat Telephone exchange and intercoms.

Trainings

- One-week training on QUICK BOOK.
- One-day training & workshop on ACHIEVING EXCELLENCE.
- One-day training & workshop on SOFT SKILLS.

References

Yasir Gul
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