

Curriculum Vitae

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(United Arab Emirates)Dubai

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CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

SKILLS:

Very Energetic result oriented and organized.
Have a high respect for customer's service.
Finding solutions to issues and problems
Follow all company policies and procedures.
Always keep on smiling under pressure.
Ability to work long hours and Under Pressure.
Pleasant personality, self -motivated and hard working.

EDUCATIONAL & QUALIFICATION:

- **B.Sc. (Bachelor of Computer Science)** from "GC University"-(Faisalabad-PAKISTAN)

TRAINING & CERTIFICATES:

- **SIRA (Security Industry Regulatory Agency)** - (Dubai-UAE) Aug,2017
- Training of "Fire Fighting" from "DAMAC PROPERTIES" (Dubai-UAE)
- I have Certificate of "**Computer Hardware and Network Assistant (PVTc PAKISTAN)**"
- I have Certificate of "**Computer Application and Software Management (PVTc Pak)**"

PROFESSIONAL EXPERIENCE

	COMPANY:	ABDULLAH GROUP OF COMPANIES
	Position	IT Assistant
	Duration	Jan, 2010 to Mar 2013
	Location	Faisalabad Pakistan
	COMPANY:	SHAHWAIZ ASSOCIATES
	Position	IT Coordinator Payroll
	Duration	Apr 2017 to Feb 2017
	Location	Faisalabad Pakistan
	COMPANY:	SPARK SECURITY SERVICE
	Position	Receptionist CCTV Operator
	Duration	Feb 2017 till to Date
	Location	UAE (Dubai)

LANGUAGE:

English : Reading, Writing & Speaking
Urdu : Reading, Writing & Speaking
Punjabi : (Mother's Language)

COMPUTER SKILLS:

- Advanced knowledge of Microsoft ® Windows environments, **Windows Server** (2008 r2 and 2012 r2).
- Operating and working capital User Level knowledge of financial modules of **Oracle and foxpro**.
- **Payroll Management**, Finance Accounts. Accounting Standards, General Ledger, Profit and Loss. Window Installation, Driver Installation, Office package (**Word, Excel, PowerPoint**) knowledge on **DNS and DHCP** server and its uses
- In page Adobe Photoshop, Internet, Diagnosing Mother Board, CPU, and Repair it **Server/Networking/Hardware, Problem analysis**, use of **judgment** and ability to solve problems efficiently
- Multi-tasking, help desk/Technical support, Passion to learn.
- TCP/IP, LAN, WAN, MAN Network **FTP** Active Directory CCTV Cameras and installations.
- Project management, **Security**/compliance governance, Conflict Management Leadership Adaptability, self-motivation
- Effective time **Management**, organizing skills, Initiative, ability to manage own time ability to work under Pressure, Decision Making.
- Ability to communicate effectively, including writing skills, Effective teamwork
- Excellent organizational and coordination abilities

JOB DUTIES:

In Shahwaiz Associates.

Head of IT Department, Adobe Photoshop, Coordination all IT work Maintain Networking, Office package Accounts work, General Ledger, Profit and Loss Store Inventory Payroll Labour & Staff Salary Monthly & Hourly, Payroll Management. LAN WAN Network FTP Active Directory, Instituting protocols for the use of IT across departments and projects.

In Abdullah Construction.

Administration, Data Entry, Maintenance of Computer, Hardware, Diagnosing Mother Board Software Installation Oracle Installation, Office package, Computer Networking, Printer Repairing Installation

In Spark Security Service.

Monitoring CCTV, Receiving and sorting daily mail. Preparing letters and documents

Monitor and authorize entrance and departure of employees, Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.

Answer telephone calls to take messages, answer questions and provide information,

PERSONAL DETAILS:

Name	:	ZAHEER ABBAS
Nationality	:	Pakistani
Date of Birth	:	3 June,1990
Gender	:	Male

PASSPORT DETAILS:

Passport No	:	HC 1018712
Date of Issue	:	26 Sep, 2016
Date of Expire	:	25 Sep, 2021
Visa Status	:	Employment Visa

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.