**EHSAN DANISH**

House# CB-2461/1,Near Bilal Masjid, Misrial Road, Chur Harpal, Rawalpindi

CELL # +923345446786

Email: ahsandanish6@gmail.com

#### **Career Summary**

To obtain a challenging and effective position in any reputable National or Multinational organization, to excel my management abilities, skills and experience acquired during my working experience in different positions.

#### **EXPERIENCE**

**RIPHAH INTERNATIONAL UNIVERSITY**

**STUDENT SERVICES OFFICER**

**Sep 2016 – Current**

**Responsibilities**

* Management and development of high quality student support.
* Responsible for assisting faculty and students in students’ placement in on-campus and off-campus jobs and in internships along with arranging regular job fairs at campus.
* Responsible for maintaining and updating Alumni relations and generating activities which support Alumni and registered students.
* Managing literacy societies, student bodies of the university.
* Achieving the set targets under guidelines of the university rules and policies.
* Arrange Organizing Inter-Colleges and intervarsity sports and contests of the students.
* Organizing educational trips of the students.
* Organizing and providing support in Convocation and events.

**ISLAMIC INTERNATIONAL MEDICAL COLLEGE TRUST**

**ADMIN OFFICER**

**August 2015 – August 2016**

**Responsibilities**

* Handling all Administrative matters of the campus.
* Initiating, Monitoring, Evaluating and controlling the projects in campus.
* Updating and publishing the projects in Microsoft Project Professional Website.
* Provide coordination in handling the security related matters of campus.
* Repair and maintenance facility according to the need.
* Event managements in College/ Campus.

**MEDIA TIMES LTD – A LARGE MEDIA GROUP**

**DAILY TIMES/ BUSINESS PLUS**

**IT/OPERATIONS COORDINATOR**

**September 2013– June 2014**

**Responsibilities**

* Assist Managers in day-to-day coordination and management in business operations.
* Monitor, control and manage business operations to meet company goals.
* Liaise between customer and management to ensure smooth operations delivery.
* Coordinate and manage project tasks to ensure project delivery within given time.
* Coordination with senior staff through Emails to provide assistance in administration.
* Identify problems in operations process and resolve them in quickly and timely manner.
* Follow standard operating procedures for efficient business operations.
* Thorough competence in handling the routine administrative functions & All administrative tasks which assigned by the senior management.

**MEDIA TIMES LTD – A LARGE MEDIA GROUP**

**DAILY TIMES/ BUSINESS PLUS**

**IT/ADMIN COORDINATOR**

**Feb 2008 – August 2013**

**Responsibilities**

* Serves as a coordinator for a department by providing technical, department-specific coordination and administrative support and facilitating overall communications.
* Acts as a resource for department needs in the areas of training, troubleshooting, and program/project coordination.
* Thorough competence in handling the routine administrative functions & All administrative tasks which assigned by the senior management.
* Coordination with senior staff through Emails to provide assistance in administration.
* Installation, Configuration and Maintenance of Hardware & Software of installed systems & equipments and maintain inventory.
* Troubleshooting of daily network problems, Internet, email and other user end problems.
* Manage local area network and wireless link of the organization.
* Provide Technical and Office Support to office users.
* Email Handling and daily inventory update, related tasks and troubleshooting to senior management through mail.

**OFFICE/IT ASSISTANT IN ECHO STAR INSTITUE OF IT**

**March 2007 – February 2008**

**Responsibilities**

* Maintain all office record & data in computerized software’s.
* Provide administrative duties assigned by the management
* Installation, Configuration and Maintains Hardware & Software
* Provide Technical Support to office users
* Maintenance of all IT related equipments.
* Troubleshoot network, Internet and email problems for users.

**QUALIFICATIONS**

**MS Mgt. Sciences HR (Master of Science in Management Sciences) (Continue)**

 Riphah International University (**2018-2019)**

**MS-PM (Master in Project Management) (2014-2015)**

 Bahria University

**BBS (Bachelor of Business Studies) (2011-2013)**

 Riphah International University

**B.Com (Bachelor in Commerce) (2008-2010)**

 University of Punjab

**I.C.S (Computer Science) (2006-2008)**

F.G Quaid-e-Azam College Chaklala Cantt (Federal Board).

**S.S.C (Science Subjects) (2004-2006)**

 Federal Board of Intermediate and Secondary Education.

**PROFESSIONAL TRAININGS & COURSES**

1. Certificate in Microsoft office.
2. Six months diploma in computer hardware & software.
3. **MCSE** (Microsoft Certified System Engineer) completed the course with A+ grade.
4. **MCP** (Microsoft Certified Professional) Passed the Microsoft Certified Professional exams and now I am Microsoft certified IT professional.

# **LINGUISTICS**

# **Language Oral Proficiency Written Proficiency**

English Conversational Expert

Urdu Expert Expert

Punjabi Expert Normal

# **REFERENCES**

**References are available when desired.**