

# SOHAIB UL HASSAN

Sales/Operations/IT professional

Dear Sir/ Madam,

Greetings!

I would like to apply for the post of Sales / IT Manager or any suitable vacant position that suffices my qualification & experience at your prestigious firm. I have strong interest in joining a dynamic organization where I can utilize my talent & extend major contribution to the growth of company.

My proficiency in **Russian language** would be an advantage.

I have done my **Masters** from University of Sargodha, specializing in Information technology. The combination of my practical knowledge and professional experience has contributed in accomplishments at every fold in professional life.

I would welcome any opportunity to discuss my educational, practical, and intangible skills that would qualify me to be a member at your Organization.

I have enclosed my CV for your review. Your valuable revert is awaited to discuss in detail. Thanking you in anticipation, for taking time in reviewing my resume.

Looking forward to an interview call.

Your's Sincerely,  
Sohaib ul hassan  
+971 50 940 9644  
sohaibtajamul@gmail.com



## PROFILE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

## CONTACT

### PHONE:

+971 50 940 9644

### Email:

sohaibtajamul@gmail.com

### Current Address:

Muweilah, Sharjah- UAE

### Home address:

Islamabad, Pakistan

## LANGUAGES

RUSSIAN  
ENGLISH  
URDU  
HINDI  
PUNJABI

## PERSONAL DETAILS

Father's Name: Tajjamal Hussain  
Date of Birth: 19-11-1991  
Nationality: Pakistan  
Marital Status: Married  
Visa: Employment Visa- RAK  
Driving License: Available

# SOHAIB UL HASSAN

Sales/Operations/Accounts/IT professional

## EDUCATION

**University of Sargodha, Pakistan** 2012 - 2014  
MIT (Masters in Information Technology)

**University of Gujrat, Pakistan** 2008 - 2012  
B COM (Bachelor of commerce)

## WORK EXPERIENCE

**Ministry of Interior- UAE** 2020–Present  
**IT Specialist**

- ✚ Provide with information by designing methods to collect and retrieve data.
- ✚ Identifies requirements by establishing personal rapport with potential and actual users to understand service requirements.
- ✚ Organizes information by studying, analyzing, interpreting, and classifying data.
- ✚ Resolves retrieval problems by altering design to meet requirements.
- ✚ Prepares reference for users by writing operating instructions.
- ✚ Maintains historical records by documenting system changes and revisions.
- ✚ Maintains & protects operations by keeping information confidential.
- ✚ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- ✚ Establishes and revises database by conferring with analysts and programmers to code and retrieve data.

**MUGHAL Hospitality Group- UAE** 2019–2020  
**IT Manager**

- ✚ Control entire group of networks and IT Solution.
- ✚ Development and enhancement of IT systems and Online web portals.
- ✚ Escalate complex support requests for resolutions.
- ✚ Understand support problems, analyze problem data and determine appropriate solutions.
- ✚ Maintain problem documentations and their resolution procedures.
- ✚ Plan and complete daily assigned tasks within deadlines.
- ✚ Maintain confidentiality and security of company documents and customers with accurate & updated database.
- ✚ Report & Handle all system downtime and performance issues.
- ✚ Ensure to follow standard operating procedures and meet service level agreements.
- ✚ Install, configure and maintain software and hardware systems.
- ✚ Assess potential risks and technical challenges and prepare appropriate mitigation plans.
- ✚ Conduct IT related trainings to new hires, users and technical teams as needed in their concerned departments.
- ✚ Analyze system issues and provide resolutions with customized softwares.
- ✚ Recommend process improvements to ensure system reliability, scalability, security, integrity and performance.

**EDUSHINE- Dubai, UAE** 2017–2019  
**Sales & Operations Manager**

- ✚ planning and organizing Sales/purchase schedules in liase with procedures.
- ✚ Assessing project and resource requirements and strategising for same.
- ✚ Estimating, negotiating and agreeing budgets and timescales with clients and suppliers
- ✚ Maintaining Financial accounts and balance sheets.
- ✚ Designed company website, business cards, product brochures and catalogue with continuous update.
- ✚ Install, configure and maintain software and hardware systems.
- ✚ Organizing the repair and routine maintenance of IT dept.
- ✚ Liaising with buyers and marketing and sales staff
- ✚ Supervising the work of junior staff
- ✚ Organizing relevant training sessions concerned with operating system.

**Tarnol Group of Companies**  
**Sales & Operations**

**2015–2017**

- ✚ planning and organizing Operational schedules for all departments
- ✚ Assessing project and resource requirements
- ✚ Estimating, negotiating and agreeing budgets and timescales with clients and line managers
- ✚ Ensuring that health and safety regulations are met Determining quality control standards
- ✚ Overseeing operations processes
- ✚ Re-negotiating timescales or schedules as necessary Selecting, ordering and purchasing materials
- ✚ Organizing the repair and routine maintenance of equipment
- ✚ Liaising with buyers and marketing and sales staff Supervising the work of junior staff
- ✚ Organizing relevant training sessions

**TRAINING CERTIFICATE**

- ✚ CCNA
- ✚ CCNA Training
- ✚ Cisco & Huawei Integration
- ✚ IELTS
- ✚ Russian Language Course (Brest state University, Belarus)

**Nov-2016 to Aug-2017**

**SKILLS**

**Operating Systems & window Applications**

- ✚ WINHMS
- ✚ AVAYA
- ✚ VICAS
- ✚ SAP
- ✚ PEACHTREE
- ✚ AUTOCAD
- ✚ Adobe Photoshop
- ✚ Adobe illustrator
- ✚ Microsoft visio
- ✚ GNS3
- ✚ ASP.NET
- ✚ Backup and recovery
- ✚ Accounting Software
- ✚ Animal Feed Formulation Software (AFOS)
- ✚ Windows Server 2017
- ✚ Windows 2000 Professional
- ✚ Window 7,8 & Window 10
- ✚ Linux
- ✚ Unix

**MISCELLANEOUS:**

- ✚ MS Office 2007-2010-2013.
- ✚ Call Monitoring Software
- ✚ Troubleshooting (Software/Hardware).
- ✚ Installation (Operating Systems, New Applications).

**REFERENCES:**

Would be pleased to furnish upon request.