



# SYED AHTSHAM

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## Professional Summary

Generate and mature leads as a property broker. Create good advertisements posts Image/video for marketing and promotions. Hands on experience in computers hardware, networks, electronic systems integration, and configuration. Single handedly can install CCTV networks and provide services for all sorts of consumers. Experience in electronic surveillance systems like Access Controller, Walk Through Gates, Fire & Bulgar Systems, and Bio metric devices of all kinds.



## Expertise

- Optimizing digital media platforms like website, social media
- Create advertisement posts as an images and multimedia audio/video
- Manage IT & CCTV network
- Hands on experience in troubleshooting computer related hardware/software problems
- Ability to install attendance machine, security gate, & surveillance system

### Interest in

- Property investment/broker
- Technology, IT exhibition

### Personal Skills

- Hardworking, Resilient, Punctual, Goal Oriented
- Team player and can achieve deadlines in constrain situation



## Experience

### Property Broker/IT Admin | Global Egyptian Property, Khalifa City

SINCE 2021

- Generate client queries and mature leads through phone calls, online interaction and through meeting.
- Single handedly create property advertisement in Image/Video
- Creating posts and optimizing social media platform
- Manage file sharing, IT network, CCTV, hardware/software related issues.
- Preparing presentations, maintaining logs, documentation to keep track activities and achieving goals.
- Worked in multitasking environment
- Ability to handle pressure and work in complex situation
- Ability to handle clients in different languages English/Urdu/Hindi/Punjabi
- Ability to build whole IT infrastructure from scratch like building IT network, CCTV, attendance machine and creating/optimizing website/social media platform.

## **Development | 7 Star Technologies**

OCT2013 – AUG2020

- Configure, testing and develop parameters for LAN, WAN, hubs, routers, switches, controllers, multiplexer Wi-Fi points connectivity, or related networking equipment.
- Plan and manage CCTV systems, software or infrastructure work programmers. Install, maintain and rebuild technical control systems. Responsible for all administrative work in the production of routine maintenance programs and guidance on the use of all applicable monitoring devices.
- Monitor and control all computer network configurations related to computing environments, including computer hardware, system software, application software and so on. Download and installation software or hardware (servers, printers, computer workstations etc.). Setting up usernames, passwords and permissions. Security of a privacy of all processes, in particular the Internet. Fixing the network's error. Professional assistance to a number of network users. Increased training of workers in new technology. Suggesting options for the structure of the sector. Implement and promote a campus e-mail system: include interface modifications.
- Support all desktop IT facilities, including desktop PCs, laptops, PADs, IP telephony, meeting room video conferencing and office printing. Manage routine scheduled maintenance, backup servers, and ensure that they are safe and reliable.
- Performs routine backup & archive of data to help with disaster recovery. Analyzing customer support statistics or checklists and modifying support advising corrective action. Follow the procedures or checklists and refresh the help documents. Working with Windows servers & applications in a mixed OS environment.
- Commitment for networking, architecture, implementation and repair. Support users and network providers by phone and e-mail. Maintain the organization's technology network. Traveling to the customers for sites assistance, installation and deployment.
- Drafting Corporate Management quotes, analyses and presentations
- Configuration and testing of any new hardware or software.

## **IT Administrator | Shan Distribution**

SEP2012 – OCT2013

- Dealing with bank accounts of debtor's creditors and handling tax matters as well, supervise.
- Inventory/Store Management

## **Teaching | Academy/Home Tuition**

FEB2009 – JAN2011

Teaching up to Graduation classes

Teaching Finance, Accounting, Commerce, Math, and Science Subjects

## **LMS Software | Sugar Mill**

NOV2004 – MAR2006

Operating LMS Software

Preparing & Printing Official Reports

Dealing with Admin Departments etc.

## **Internship | PEPSI**

SEP2012 – OCT2012

Internship in MIS Department



## ACADEMIC QUALIFICATION

**MBA** | Virtual University

2010-2013

**B. Com** | Punjab Collage of Commerce (PCC)

2007 – 2010

**Intermediate** | Ali Grah Collage of Commerce, Rahim Yar Khan

2002 – 2004

**Matriculation** | Govt. Colony High School, Rahim Yar Khan

2000 – 2002

## CONFERENCES/MEMBERSHIPS/WORKSHOPS

ITCNASIA, Pakistan – Attending IT Industry Workshops/Exhibition/Trainings

GITEX, Dubai – Awareness of latest innovation, Technology Advancement, IT/Security Industry Trends