QAISAR NAZIR

✉ qaisar.nazir1977@gmail.com   📞 +923335263372   📍 ISLAMABAD

Profile

I am a highly motivated individual with a Master's degree in Computer Science, seeking a role in IT, management, office work, or supervision. With experience as a Sales Manager and Project Manager, I possess a diverse skill set including IT support, Microsoft Office proficiency, office management, coordination, network troubleshooting, interpersonal skills, team-working abilities, and leadership qualities. I am a self-starter with strong communication and organizational skills, and I thrive in a collaborative networking environment.

Education

Master in Computer Science   Oct 2006 - Oct 2008
University of Arid Agricultural, Rawalpindi

Bachelors in Computer Science   Mar 1999 - Mar 2001
Al-Khair University AJ&K, ISLAMABAD

Employment

Sales Manager / Project Manager   Aug 2020 - Mar 2024
Technism Technologies, Islamabad Pakistan

Sales Manager
- Acquisition of new clients
- Lead conversion from numerous marketing channels
- Creating a short- and long-term sales plan with the intention of achieving the given objectives
- Consistently meet revenue goals in accordance with team/organizational goals
- Actively looking for possibilities to upsell and cross-sell to existing customers
- Obtaining referrals from the current clientele to widen the sales pipeline
- Management of customer relationships.
- Handles IT related issues of office and as well as provide consultancy to the clients when required

Project Manager
Handle all the inbound and outbound multiple projects. Moreover, professionally recruit and train new staff, review schedules and handle the influx of projects on a daily basis.

IT officer   Jan 2014 - Jul 2020
Preston University H8, Islamabad
- IT Management of On Line Exam Department, Distance Learning System (DLS)

Personal details

Date of birth
September 1, 1977

Gender
Male

Skills

IT Support

Microsoft Office

Office Management

Co-ordination

Network Troubleshooting

Interpersonal

Team-Working

Self-Starter

Networking

Communication

Leadership

Organizational

- IT Coordination
- Management of all records IT & DLS
- (IT)Training and coaching of staff members time to time.
- Provide IT support to the Faculty regarding software and hardware when and where required.
- Troubleshooting of hardware and software

Assistant Project Manager (IT)   Mar 2011 - Jan 2014
Sigma Solutions, Islamabad Pakistan
Assist to Project Manager

Lab Supervisor   Oct 2004 - Jan 2011
National University of Science and Technology (NUST), Pakistan, Islamabad
Worked & learned on multiple posts when and where required & assigned by the executives, it was honored for me that I was third among the pioneered of Center for Cyber Technology & Spectrum Management (CCT & SM), NUST under command of Air Vice Marshal Dr. Muhammad Shamim Baig.

Responsibilities NUST: -

(1)   Teaching Assistant (2009-2011) SEECS, NUST
- Leading a Lab work as well as course work of 03 courses Visual Programming, Advanced Database using Oracle 10g and Software Engineering.

(2)   Providing IT consultancy and support as for 04 Teaching Labs and 08 Research Labs (2009 – 2011) SEECS, NUST
- Role includes advising on aspects of security, data management and system management.

(3)   Providing Admin consultancy and support for HoD (DoC) Office (2009-2011) SEECS, NUST
- Role includes coordination between faculty and HoD office, arrangements of meetings and to solve Faculty matters. Website management.

(4)   HR- Coordinator Department of Computing (2009-2011) SEECS, NUST
- Providing Reports about the new induction of Faculty members, arranging their interviews and seminars follow up their cases forwarded to NUST HQ for hiring.

(5)   Member of RFID Team (2009-2011) SEECS, NUST
- Role includes from procurement to the installation, trouble shooting, registration of users, issuance of RFID cards and printing.

(6)   Assistant Director Admin / Accounts and IT Manager (2005-2009) CCT&SM, NUST
- Lead Admin and Account department manage all accounts, preparation of budget, procurement, local purchase, and bank matters, administration of office and staff and act as HR Manager.
- Designing and implementation of inventory and library management systems using Oracle 10g and developer.
- Manage IT department. (Hiring, procurement, installations of hardware & software)
- Lead lab Technicians: developed LAN of more than 50 systems

(7)   Training Coordinator (2004-2009) CCT&SM, NUST
- Coordination between students and faculty, scheduling the classes and exams, maintain   records and general office coordination.
- Manage different trainings, seminars and workshops.
- Provide technical support to IT Staff, Exchange staff, generator and UPS staff when required.

Languages

English

Urdu

Punjabi

Pushto

(8)   IT Officer (2004-2009) CCT&SM, NUST

- Networking
- Server management
- Involved in designing of Network infrastructure

Certificates

Automation Architect   Feb 2024
from Airslate Academy, Boston, USA

Business Analysis & Process Management   Feb 2024
from Coursera, California, USA

Cybersecurity for Everyone   Feb 2024
from Coursera, University of Maryland

Generative AI   Feb 2024
from Coursera, Google Cloud

Data Analytics and Business Intelligence   Present
from Alison, Galway, Ireland

Achievements

1. Appreciation letter from Director for organizing 02-day workshop on "Cyber Security and Electronic System Design Automation".
2. Certificate from Director for Administration duties.
3. Appreciation letter from Director for installation and operation of Telephone Exchange, LAN and operation and maintenance of UPS.
4. Appreciation letter from Director for over all performance.
5. Certified National Cadet from National Cadet Core.
6. Certificates from DG SEECS on successful TA ship.

References

References available upon request.