MUHAMMAD NAJEEB TAHIR

CONTACT

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SKILLS

- Experienced in managing IT infrastructure, networks, and systems across multiple sites to ensure smooth and secure operations.
- Strong command over Windows, macOS, and Ubuntu platforms, with proven ability to troubleshoot and optimize performance.
- Skilled in team supervision, task coordination, and maintaining reliable IT documentation and asset tracking.

Hardware & software troubleshooting	Network & server management
Biometric & CCTV systems	System installation & configuration
macOS | Windows | Ubuntu	Procurement & vendor handling
Microsoft Word, Excel, PowerPoint & Office 365	

EDUCATION

Bachelors in Computer Sciences

Government College University Faisalabad

2015-2019

Intermediate in Computer Science

Pak College Of Commerce

2013-2015

LANGUAGES

English ▬▬▬▬▬▬▬▬▬▬

Urdu ▬▬▬▬▬▬▬▬▬▬

SUMMARY

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision whilst leading a team of twelve or more. To develop skills and work with organization that offers challenges and promotes, motivates and encourages good work. To positively contribute in the progress of the organization and homeland.

WORK EXPERIENCE

IT Executive

Channel 7 Communications Pvt Ltd, Islamabad   07/2025 to Present

- Administer and optimize the company's overall IT and network infrastructure to ensure smooth, secure, and reliable operations.
- Manage main servers, biometric systems, and data backups while maintaining consistent uptime and system security.
- Oversee DVR setups and ensure uninterrupted surveillance camera performance across all locations.
- Troubleshoot and resolve hardware and software issues for desktops, laptops, printers, and communication systems.
- Handle installation, configuration, and regular updates of operating systems and applications — with full command over Windows, macOS, and Ubuntu platforms.
- Manage the timely procurement of all IT-related equipment and accessories from the market, ensuring quality and cost-effectiveness.
- Maintain accurate documentation for IT assets, system configurations, and maintenance records to support efficient tracking and audits.

IT Infrastructure Manger

Silver Oaks School and College, Rawalpindi   02/2024 to 07/2025

- Spearheading the design and maintenance of a resilient network infrastructure, ensuring optimal connectivity and performance for seamless operations.
- Managing and optimizing IP networks to enhance data communication efficiency, addressing routing challenges and ensuring a robust network environment.
- Overseeing the selection, installation, and maintenance of cutting-edge computer hardware components, optimizing technological resources for peak performance.
- Driving the implementation and enhancement of ERP systems, streamlining business processes and elevating overall operational efficiency.
- Ensuring the successful installation and functionality of CCTV systems, fortifying organizational security measures.
- Inspiring and leading cross-functional IT teams, fostering collaboration, and successfully managing end-to-end projects.

MUHAMMAD NAJEEB TAHIR

EXPERTISES

- Strong expertise in IT infrastructure management, network setup, and system administration.
- Skilled in handling servers, CCTV, biometric systems, and DVR operations with smooth uptime and maintenance.
- Proficient in software installation, configuration, and troubleshooting on Windows, macOS, and Ubuntu.
- Experienced in procurement and vendor coordination for IT-related equipment and accessories.
- Hands-on experience in data management and analysis using Microsoft Excel and business tools.
- Efficient in database updating, validation, and quality control to ensure accuracy and integrity.
- Capable of resolving both technical and data-related issues through a systematic approach.
- Excellent at documentation writing, asset tracking, and record management.
- Proven ability to lead and supervise teams, improving productivity and workflow.
- Strong in communication, multitasking, and deadline management with keen attention to detail.

PROJECTS

- FPS Gun Shooting Game
https://play.google.com/store/apps/details?id=com.gamexis.sniper.professional.action.game.apps

- Aim of legend (Sniper Shooting)
https://play.google.com/store/apps/details?id=com.gamexis.sniper.professional.action.game.apps

WORK EXPERIENCE

Data Entry Operator (ExamCell)

Punjab Group of Colleges, Lahore   01/2022 to 08/2023

- Accurately enter and maintain examination-related data, including student information, exam schedules, and assessment results, ensuring consistency and accuracy.
- Collaborate with faculty and exam cell team to ensure the efficient organization and verify result information and resolve any discrepancies.
- Generate comprehensive reports summarizing student performance, grades, and other relevant result data for academic purposes.
- Prepare reports summarizing examination results, attendance, and other relevant data for college administration and faculty.
- Identify opportunities for process improvement, leading to enhanced data accuracy and operational efficiency.

Operations Executive (Internship)

Asian Kings Associates (pvt.)ltd, Islamabad   08/2021 to 11/2021

- Communicate with higher management to prepare a strategy for operations to run efficiently.
- Monitor funds or plans for spending and analyze client needs and develop strategies for meeting those needs more efficiently.
- Monitor performance metrics and oversee quality assurance programs.
- Promoted a positive and professional work environment.
- Managed and supervised administrative functions to ensure all paperwork was processed efficiently.

Game Designer

The Knights(pvt.) ltd, Islamabad   06/2020 to 07/2021

- Designed and drove the vision and implementation of features and game systems.
- Developed ideas for game-play throughout the player life-cycle.
- Worked within existing systems and expanded them, including integrating feedback from UX testing.
- Built game-play scenarios in various styles and for different purposes.
- Authored and reviewed design documentation.

Key achievements:

- Designed and co-wrote2 released game titles.
- Developed a data-gathering method for game balancing and tuning.
- Created over 200 levels for various Action games.

Assistant Branch Manager

Venus Pakistan (pvt.) ltd, Lahore   02/2019 to 03/2020

- Counseled managers and made recommendations regarding staff performance, hiring, and retraining of employees throughout the year.
- Developed new employee job procedures and strategies to eliminate excessive break time and reduce misunderstandings.
- Worked as Document Controller.
- Work in development of the new product.