

CURRICULUM VITAE

Muhammad Hamdan Baig

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Baldia Town, Karachi

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Objective:

To look forward to correlate myself with progressive and professional organization where my knowledge and skills can be enhanced further to bring in pride and prosperity and to hold a top position and to utilize acquired skills and knowledge in achieving organizational goals.

Educational Qualifications & Certifications:-

**Intermediate
Matriculation**

Arts from Board of Intermediate Education Karachi in 2005.
Science from Board of Secondary Education Karachi in 2003.

Working Experience

**Company
(Dubai, U.A.E)**

Pearl Hotel Management LLC

Designation

Assistant IT Manager

Experience

25th December 2014 to 24th Feb 2016

Roles & Responsibilities

Managed IT Support of 9 hotels as per our IT infrastructure including Servers, Desktop, Laptop, Mail Management, Outlook configuration, POE Switches for wireless access points, Network Printers and Door Lock system.
Effectively dictate hotels IT equipment and maintained data base.
Data Entry of guest check-in/check-out in CID Police Report website using Red berry scanner and manual.
Pricing of hotel rooms using website Booking.com, Expedia.com and agoda.com
Updated each month receipts of tourism dirham fees receipt on DTCM website.

**Company
(Karachi, Pakistan)**

Seaboard Services

Designation

Computer Operator (Operation Department)

Experience

January 2011 to 15th December 2014 (**Rejoin** 09-08-2016 till to date)

Roles & Responsibilities

Type letter, email, reports and correspondence.
Monitor Outlook Express incoming emails and answer for forward as required.
Prepare outgoing mail for distribution.
Fax, scan and copy documents.
Maintain office filing and storage systems.
Daily check and update vessels movement and shipment schedule.

**Company
(Karachi, Pakistan)**

Khuwaja Adnan Kamal

Designation

Computer Operator

Experience

1st October 2008 to 24th October 2009

Roles & Responsibilities

Daily update data of import full and export full containers inventory.
Responsible for the in-bound and out-bound of containers movement.
Tracking and maintaining of empty containers receive/delivery report.
Maintain accurate records of all stock.

Basic Skills

Network skills

- Troubleshooting all kind of printers, laptops, computer hardware and Peripherals.
- Installing and Configuring DNS,DHCP and other related Services
- Installing and Configuring Routers and Switches.

Hardware Skills

Diploma in computer hardware from Skill Development Council Karachi.

- Assembling, Configuring and Maintaining etc., Upgrading components, Internet sharing etc.;

OS Skills

DOS, Windows 95/98, ME, XP, Windows 7, Windows 8.

Basic skills

Excellent Communication skill, self-motivated, hardworking, Computer assembling skills, Internet skills, Excellent in MS windows system trouble shooting

Strengths

Hard Working, Team worker, good communication skills, Technically adoption

Personal Details:

Date of Birth	30-01-1988
Father s Name	Muhammad Usman
Religion	Muslim
Nationality	Pakistani
Gender	Male
Marital Status	Married
C.N.I.C No.	42401-1378396-1
Language Known	English, Urdu

References will be given upon request.

I do hereby declare that all the above details are true and correct to the best of my knowledge & belief

Muhammad Hamdan Baig