

MOHSIN RAZZAQ

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OBJECTIVE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. Seeking to get a career-oriented job in a professional Environment that offers utilization of my skills and provide learning opportunities to satisfy my thirst for more knowledge.

WORK EXPERIENCE

12/2019 - 07/2020

Graphics Designing, Flexworld, Chishtian

Responsibilities:

- liaising with clients to determine their requirements and budget.
- managing client proposals from typesetting through to **design**, print and production.
- working with clients, briefing and advising them with regard to **design** style, format, print production and timescales.
- developing concepts, graphics and layouts for product illustrations, company logos and websites

11/2017 – 10/2019

Computer Operator, Adam Sugar Mills, Chishtian

Responsibilities:

- Oversee maintenance and operation of **computer** hardware systems.
- Maintain logbooks or records for job runs.
- List malfunctions that occur during shift.
- Ensure network and servers are functioning properly.
- Perform maintenance tasks such as checking for viruses, backing up data, upgrading software, and other basic maintenance.

12/2015 – Present

IT Support Specialist (Freelancing), FIVERR & UPWORK.

Responsibilities:

- Respond to customer inquiries and assist in troubleshooting and resolving challenges.
- Resolve technical issues related to network interruptions.
- Assist management in creating training materials pertaining to computer troubleshooting and usage.
- Providing different services e.g digital marketing, content writing, database development and website development.

EDUCATION

Masters in Information Technology, University of Education Township, Lahore 2015 - 2017

BA in Computer Science, The Islamia University Bahawalpur. 2013 - 2015

Intermediate, Punjab Group of Colleges chishtian. 2011 - 2013

Matriculation, Divisional Public School (DPS) Chishtian. 2009 - 2011

ADDITIONAL SKILLS

- Microsoft Office package: Microsoft Word, Excel, Access
- Oracle 11g database installation and administration
- Programming: SQL, HTML, CSS3, JavaScript, PHP, OOP
- Hardware & Software installation and Maintenance.
- Windows XP, 98, 2000, Windows 7, 8, 10, Linux and other software installation.

ADDITIONAL QUALIFICATION

DIPLOMA OF IOSH, Empower Institute of Professional Training, Lahore (2020).

DIPLOMA OF NEBOSH, Empower Institute of Professional Training, Lahore (2020).

SOCIAL MEDIA MARKETING, UDEMY (Online Certification) (2019).

Digital MARKETING & Advertising, National Freelance Training programme (NFTP) 2020.

**STRENGTH &
DISTINCTIONS**

- Efficient communication skills
- Friendly and open Minded
- Proficient in representing
- Good in achieving given tasks
- Efficient in Supervision
- Committed and Dedicates to profession
- Capable to work in Multicultural and Multi-ethnic environment.
- Strictly follower of Code and Conduct set by the institution.

**ACADEMIC
AWARDS &
ACHIEVEMENTS**

- Maintained high GPA in masters degree.(2017)
- Laptop awarded by PM Laptop Scheme on the basis of maintaining high GPA. (2016)
- Employee of the month award by Increasing sales of the company. (March - 2018)

REFERENCES

References available on request