MUHAMMAD UMAR

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OBJECTIVE

To obtain a position in an organization where I can practice my skills and educational background to help the development of organization and growth of my professional career.

EDUCATION

Bachelor in Computer Science | University of Lahore Gujrat Campus
2014 – 2018
F.S.C | Punjab College Gujrat
2012 – 2014
Matric | Jinnah Public School, Gujrat
2010 – 2012

EXPERIENCE

Head of Operations | ICON TECHNOLOGIES, Lahore
JULY, 2020 – PRESENT
- Handling day to day Operation in and outside office.
- Conducting effective Market Surveys regarding procurement.
- Directly reporting to the manager.
- In the last four months completed different project worth of 4 million in set timelines.
- Develop new SOP's for the production house for seamless operations.
- Used my pervious techs savy expertise for generating online presence.

Android Developer (Internship) | iParagon's, Gujrat
APRIL 10, 2019 – OCTOBER 26,2019
- Participated in Design and developing and its workflow using Activities.
- Worked on Designing, Bug-fixing and Maintenance of Application.
- Key Resources for layouts and UI work utilizing xml, Views, Web-Views, List-View, Menu Item, Activities, Fragments, Async-Task and handlers etc.

IT Technical Support (Internship) | Servis Industries limited, Gujrat
NOVEMBER 25, 2018 – JANUARY 25, 2019
- Installation & configuration of a company's computer hardware operating systems and applications.
- Monitor and maintain computer systems and networks
- Communicate with staff or clients to help him for set up systems or resolve issues.
- Set up new users' accounts and profiles and deal with password issues
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults and replace parts as required

SKILLS

- Microsoft Office
  - Word, Excel PowerPoint
- Web Development
  - HTML, CSS, Bootstrap
- Android App Development
  - Java

- Operating System
  - Windows 10, 8.1, 7
- Graphics Designing
  - Photoshop, Solid works, Keyshot