



Mohd Talha Jamal

PERSONAL INFORMATION

NAME = Mohd Talha Jamal
BIRTHDAY = 31st of August 1995
RELATIONSHIP = Single
NATIONALITY = Indian
LANGUAGE = English, Malay, Urdu

CONTACT INFORMATION

Phone =
Email =
Address =

SOCIAL NETWORK

 [Instagram.com/its_mee_mohamad.](https://www.instagram.com/its_mee_mohamad/)

 <https://www.linkedin.com/in/mohd-talha-86550a186/>

CAREER OBJECTIVE

Seeking to put my years of learning into use, to help the business meet strategic and operational goals by identifying opportunities to deploy new technology, possess expertise in networking, software and hardware, superior technical attitude, and proven ability to manage complex task.

WORKING EXPERIENCE

■ I.T. Manager (2013-2016)

T.J.Traders (India)

Managing the I.T. related task and responsibilities such as emails, creating MS-Excel data, maintenance of the I.T. equipment.

■ Sales Assistant (2016)

Future Retail Group Ltd.(India)

Worked as a sales assistant dealing with the customers providing them with information about the products and offers, also assisted in selling the products.

■ I.T. INTERNSHIP (SEPTEMBER 2019-2020)

Taj International College (MALAYSIA)

Managing the I.T. department task and responsibilities such as Repairing CPU and debugging software issues, setting up network hardware with wiring, overseeing facility maintenance, developing budgets and creating quotation, proposal making for the maintenances of the I.T. system and network hardware, assisting the operation department in organising the events and in setting up PA system.

EDUCATIONAL QUALIFICATION

■ BBA-International Human Resource Management (2013-2016)

Bharathiar University, India.

■ Diploma in Information Technology (2017-2020)

Taj International College, Malaysia.

TECHNICAL SKILL

Communication Skills	Able to communicate properly both in writing and speaking.
I.T. Hardware Maintenance	I can repair and perform maintenance work on IT equipment such as CPU, printer, etc.
Software Management	Troubleshoot software problems and provide tutorial on how to use them.
Event Operations Handling	Setting up sound and video system and manage to run an event.
Microsoft Office	Excellent proficiency in MS office.

Additional Qualification

- Advanced Certificate in Human Resource Management.
- Certificate in M.U.E.T. (Malaysian University English Test).
- Advance Diploma In Computer Application.
- Certificate in Course on Computer Concepts.
- Diploma In Urdu Language.
- Certificate in Entrepreneurship and Soft Skill.
- Academic Excellence Award.
- Dean's List Award.
- Certificate in Public Speaking Event as a Presenter.
- International Internship Student Award

Skills

- Strong analytical and people management skills.
- Excellent verbal and personal communication skills.
- Accuracy and Attention to details.
- Passion for constant improvement.
- Ability to take sound decisions.
- Excellent organization and prioritization skills.
- A very fast learner, hardworking, energetic, creative and friendly person.
- Versatility, adaptability and willingness to tackle new responsibilities.
- Able to withstand pressure, ability to follow instructions clearly and create comfortable environment.

Work Experience

I.T. Manager (2013-2016) / T.J.Traders (India)

- Managing the I.T. related task and responsibilities such as emails, creating MS-Excel data, maintenance of the I.T. equipment, project supervisor, manager.

SALES AND MARKETING INTERNSHIP (2016-2016) / (Future Retail Group LTD., Big Bazar)

- Worked as a sales assistant dealing with the customers providing them with information about the products and offers, also assisted in selling the products.

INTERNSHIP (2019-2020) / Taj International College (Malaysia)

- Managing the I.T. department task and responsibilities such as Repairing CPU and debugging software issues, setting up network hardware with wiring, overseeing facility maintenance, making budgets and creating quotation, making proposal for the maintenances of the I.T. system and network hardware, assisting the operation department in organising the events and in setting up PA system also operating the PA system and commercial LED screen for events, provide training to the staff.

REFERENCE

■ DeveendraMenon | [Ph.no. 0165517756](tel:0165517756)
Lecturer UniversitiTunku Abdul
Rahman(UTAR)Department of Information
System, FICT

■ DayangHairiahBtAbang Abdul Hamit | [Ph.no. 0175859805](tel:0175859805)
Manager TAJ Event Management SdnBhd