

ABID SHAHZAD

E-342 ST#10, BLOCK B, RABBANI ROAD NISHAT COLONY CANTT LAHORE

0313-5423316 ▪ abidmalik316@yahoo.com ▪ DOB: 05-10-1990



Objectives:

To build a long term career and solve problems in a creative and effective manner in a challenging position. As a fast learner and team player, I would thrive here.

Education:

- Bsc Computer Science
 - 2016
 - CGPA: 2.95 out of 4
 - Virtual University Lahore
- Intermediate
 - 2009
 - BISE Lahore
- Matric Science
 - 2006
 - BISE Sargodha

Skills:

- MS Office
- Office 365
- Short Hand
- Wordpress
- Certified Internet Frauds & Cyber Threat Prevention Expert
- Working on Linux and Windows operating system, Software installation and configuration.

Experience:

IT Coordinator ▪ June 2016 – September 2019
Spearhead Research

Responsibilities:

- As a IT Assistant here my responsibilities to Assist the technical team in planning and implementation of special projects.
- Perform the duties of data entry and web content publishing,
- Keep update the websites and data base of the clients.
- Managing the optimization of web pages and social media activities.
- Understand the end user problems and convey them in technical language to other IT professionals.
- Respond to client requests in timely and accurate manner.
- Coordinate the phone calls, mail and prepare travel plan for official conferences.
- Staff Management and Documentation.
- Communicates with relevant agencies to produce travel schedules for business meetings.
- Coordinating office activities and operations to secure efficiency and compliance to company policies, supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies, IT equipment and place orders when necessary.