*CURRICULUM VITAE*

**JAMEEL AHMED**

**I.T INCHARGE & HEAD OF DEPARTMENT ICT**

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**Address: New Hyder Shah Colony Mirpur Mathelo , Ghotki**

**Cell #: +92-334-2531831**

**Career Objectives**

* **To work in a competitive environment that effectively utilizes my analytical, interpersonal, leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.**

**SUMMARY**

December 2012 to till date

Company: FFC-SONA WELFERE SOCIETY (Fauji Fertilizer Company Ltd) Mirpur Mathelo

**Duties: I.T INCHARGE &HEAD OF DEPARTMENT ICT**

***Key Responsibilities/ Job Description***

* **Incharge / Head of ICT Department (Sona Computer Institute).**
* **Handling Wi-Fi connectivity in the School, College & Institute building.**
* **To provide technical support to user’s regarding software, hardware and print.**
* **Managing operating System with Full assembly and trouble shooting of PCs, Installations and Hardware Motherboards, Modems, and all allied peripherals etc.**
* **Control Maintain data backups on daily basis.**
* **Handle the entire IT infrastructure in the College.**
* **Installing new computer systems and connecting them in to LAN**
* **Assembled the Machines according to compatibility.**
* **Recording the model number of each installed hardware component and forwarding the details to the administrative authorities.**
* **Troubleshoot all hardware & software problem in computers; & remove bugs from OS as well.**
* **Add or Remove the addition accessories & devices from the machines.**
* **Done other duties as assigned by the organization.**
* **Managing DSL Networks with different Modems & troubleshooting as well.**

**PROFESSIONAL EXPERIENCE**

* **Conducting of Trainings on ICT applications, Office automation, Networking & other ICT subjects.**
* **Software installation and configuration**
* **Creating workgroup environments for file & print sharing.**
* **Ability to install critical software such as operating systems, LAN, & various accessories such as office tools, antivirus and other updates etc.**
* **Thorough knowledge of routine office activities and administrative processes.**
* **Share Printer to work within the department**
* **Teaching IT applications to First Year Second Year classes.**
* **Thorough knowledge of routine office activities and administrative processes.**

### EDUCATION

**Degree: Bachelor of Information Technology.**

**Major Sub: Computer Hardware & Software, Operating Systems, Office Automation**

**From: University of Sindh (Jamshoro), Pakistan**

Year: December, 2012

### ACADEMIC ACHIEVEMENT

* **Achieved 1st Division in all over result.**
* **Certification of Information Technology from S.B.T.E Karachi**

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**PERSONAL**

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| **Father’s Name** | **Faiz Muhammad** |
| **Date of Birth** | **February 05, 1989** |
| **CNIC Number** | **45104-6115105-3** |
| **Passport No** | **PH1161051** |
| **Religion** | **Islam** |
| **Marital Status** | **Married** |
| **Permanent Address** | **New Hyder Shah Colony Mirpur Mathelo , Ghotki** |
| **Residence Address:** | **FFC Sona Public School & College FFC Mirpur Mathelo** |

**INTERESTS**

* **Internet Surfing**
* **Research Work**
* **Reading Books, Magazines, News Papers and Channels etc.**

**HOBBIES**

* **I enjoy watching and playing cricket. I engage informally with my friends during the weekends,**

**And reading the computer magazines.**

* **I am honest competent cool minded nonsmoker, nondrinker person.**
* **I am punctual and regular hard worker.**
* **I am always sincere in my job and quick responsive to my boos**
* **I always use most useful scientific and technical approach.**
* **I have a good reading habit**.

**REFERENCES**

**References can be provided on request.**