

Curriculum Vitae

Syed Talha Intisar

House No. R-81, Gulzar -e- Ibrahim Near Jamia Milia College Malir Karachi.

Contact # 03441353170

Career Objective:

Aspiring for a dynamic atmosphere where I could further improve my technical and managerial acumen and hone them further.

Career Profile:

Ilma University

IT Officer,

05 April 2017 – Present

○ Key Responsibilities:

- Responsible for hardware and software installation, maintenance and repair.
- Provide hardware, software, and network support to staff and students
- Provides advanced technical assistance and maintenance support to the University employees.
- Trains departmental staff on new computer applications
- Ensures the confidentiality and security of all data at all levels specially the financial information of the University
- Maintain hardware and software to function at peak performance.
- Develop and maintain inventory records and web pages
- Assisted students, faculty and staff via telephone and in person with troubleshooting technical issues, including password resets and network connectivity.
- Set up media and computer equipment for campus and special events.

- CCTV Camera installation
- Worked on DVSS This system can also be integrated with an existing CCTV system, thereby upgrading it from analogue to digital format and making the camera feeds available on WAN, LAN, Internet as well as viewable on cell phones via GPRS or 3G.
- Installed and set up computers and printers

M&S Facilities Management Services

Admin Officer,
Facilities Services Division

18 Feb 2015 to 30 March 2017

○ Key Responsibilities:

- Preparation of monthly invoices
- Submission of reports and returns for the division
- Outsourcing employee's management
- Routine operational matters, payroll preparation, daily operational issues, procurement issues etc.
- Manage normal training related activities in-house / projects
- Imparting training to junior staff at different levels
- Coordinating and facilitating the clients on daily operation
- Supervising office petty cash and other administrative affairs

Academic Qualification:

Certificate / Degree	Subject	Board / University
B.com	Commerce	Private Karachi University Appear
Intermediate	Commerce	Board of Intermediate Education, Karachi
Matriculation	Science	Board of Secondary Education, Karachi

Well versed with:

- MS-Word
- MS-Excel
- MS-Power Point
- In Page □ Internet

Professional Skills:

- Excellent communication and presentation skills
- Good Training tactics
- Highly self-motivated and goal oriented.
- Fast learner and has high levels of adaptability
- Good Language ability in ENGLISH and URDU
- Good IT Skills in MS Office

Personal Information:

Father's Name : Syed Intisar Ahmed
Date of Birth : 23-03-1995
NIC # : 42201-7018157-7
Marital Status : Single
Religion : Islam
Nationality : Pakistani
E-mail : talha564321@gmail.com