HASSAN KHALID

BSCS

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Nationality	:	Pakistani

OBJECTIVE

Aspire for a challenging position that enables me to fully utilize my skills and expertise, hence enabling me to contribute the overall objectives of the organization of my association and enable me to prosper academically as well as professionally.

WORK EXPERIENCE

Duties & Responsibilities

Designation:
　　IT Manager

Institute:
　　DistrictOne Living,
　　Al-Massa Model Town
And Pine Tree Resort Living

Duration:
　　1st July 2022 To Till Date

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization.
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system reports with senior staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement resolving all issues coworkers have with their IT systems and software.
- Educating coworkers about network security and best practices for computer usage.
- Supporting the day-to-day operations of our computer network.
- Optimize and Maintain Company Software.
- Website and software application designing, building, or maintaining.
- Leading Social Media Digital Marketing Team through set up and optimizes company pages within each platform to increase the visibility of company's social content.
- Leading the Graphic Designer Team.

SKILLS

- Sales and Marketing.
- Solid Communication

- Problem Solving
- Time Management
- Administration
- Ability To Think and Act Strategically
- Conducting Routine Evaluaion
- Team Lead
- Creating and implementing the organization's IT policy and best practice manuals.
- Creating workshops and training programmes for staff
- Leadership
- Adoptability
- Critical Thinking
- Interpersonal Skills
- Databases: MYSQL
- Programming languages C, C ++, PHP, PYTHON.
- Web development: HTML, CSS
- Operating systems: UNIX, Windows
- Manage Appointments
- Graphic Designer
- Teaching Skills
- Microsoft Office: (Word, Excel, PowerPoint, Access, Front Page)

EDUCATION

Certificate/Degree	Year	O.Marks/T.Marks	Division/CGPA	Board/University
BSCS	2022	3.05/4.0 CGPA	1st	Abasyn University
F.Sc. (Pre. Eng)	2018	762/1100	1st	BISE Peshawar
SSC	2015	807/1100	1st	BISE Peshawar

Certificate

Certificate	Status	Board/University
CCNAv7: Introduction to Networks	Completed	CISCO
CCNAv7:Enterprise Networking, Security, and Automation	Completed	CISCO
CCNAv7:Switching, Routing, and Wireless Essentials	Completed	CISCO

Languages

English   (Read, Write, & Speak)

Urdu   (Read, Write, & Speak)

Pashto   (Read, Write, & Speak)