



SHAMSUDIN
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Date of Birth: 29-11-1989 Domicile: (Ghanche) Gilgit Baltistan **PAK**

Religion: Islam Language: English, Urdu

License: LTV

Objectives

To secure a challenging career with a dynamic progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity to contribute in development of organization.

Education

MS .CS from Abasyn University Islamabad Pakistan in **2022** with **CGPA 2.59 (4)**

BS .CS from Karakorum International University Gilgit Pakistan in **2014** with **CGPA 3.01 (4)**

Summary Of Qualification and Experience

I have an experience in field of computing IT, administration, official Works, Multimedia, inventory and store management

- Determined towards hard work and self-accountability.
- Skilled in working effectively with all organization levels to achieve common objectives.
- Meets the target by Motivating and coordinating the team.

Job References

1. Worked as IT Officer in OPPEIN INTERIOR SOLUTION Islamabad Pakistan (Feb 2015 to Sep 2019)
2. Worked as Inventory Management officer in MOOOI GLOBAL PVT Islamabad Pakistan from Nov 2019 to July 2023)

A. Administrative and IT Skills

- Daily **Reporting** to **CEO/Dept. Heads** about **operation of organization**.
- Managed **Accounts Ledger**, Daily **incomes or Expenditures and Petty Cash Handling**
- **Official works** in English and Urdu, Records maintained using office Applications (Word, Excel, power Point and Access)
- **Data Entry** (Update, add or maintain Data and Sorting the Data)
- Maintenance of ORG data on **Smart sheet as online**
- Preparation of **meeting agenda** and **minutes** of meeting.
- Management of **staff duty roster**
- **Work performance review** of staff weekly or monthly base
- Familiar Leading Manufacturer and supplier of sheets like **ZRK, PATEX, ELEGANCE ,AI NOOR TACTILE (Uv,Mat, Lamination High gloss and supper gloss etc)**
- **Networking** (Base on topologies, Router installation and Configuration etc.)
- **CCTV** (Installation , Configuration and Monitoring)
- **Website Design** (PHP ,HTML, CSS, Bootstrap ,Java Script JQuery)
- **Website maintenance and updates**
- **Adobe Photoshop** (Design student's cards, Staff cards and brochures etc.)
- **Hardware, software** troubleshoots of systems, **printers** and **photocopier** machines
- Knowledge of **SEO** (Business Marketing through social media)
- **Procurement** by standard procedure (Product recognition > Purchase requisition > Review request > Negotiation/Contract > Quotation Request > Budget Approval > Goods received/services > Three way matching > Invoice Payment Approval > Record Keeping)
- **Inventory management** (Construction items and food products, Stock in, stock out, bin cards and return data maintenance) in inventory software and MS Excel
- **Container management** (Unloading, Placement, counting and inspection of all received goods from suppliers)
- **uPVC Profile and Hardware management** of Different brands Like (**Asaspen, Buraq, Proline, Skypen, Wintech And Hanse** etc)
- **uPVC Material calculation** of windows and doors For Production)
- Prepared **RFQ,s** (Required for Quotations)
- **Scrap** Management

B. Teaching Skills

- Teaches computer subject to all levels
- **Lesson planning** and **classroom management**

C. Multimedia /Press

- Media Coverage of daily events as **cameraman**
- Still photography
- Setting up and **positioning camera equipment's**
- Choosing most suitable lances and camera angles
- Managed like **lightening and sound systems**
- Worked on multimedia like **video editing** and **image processing**