

## **CURRICULUM VITAE**

*Naseer ul Haq*

[haqtoru@yahoo.com](mailto:haqtoru@yahoo.com)

**Mobile:** +973 35317889,  
Kingdom of Bahrain

Joining Notice period (one week)



### **Personal Information**

Father Name        Muhammad Zia ul haq  
Birth year         April, 1987  
Marital Status     Single  
Religion            Islam  
Nationality         Pakistani

**Bahrain driving license (waiting for Test)**

### **Objective**

To join a progressive organization with requisite authority and scope of responsibility to Contribute positively toward the company and has opportunities to fulfill my career developing needs I am seeking challenging careers that utilize my skills and abilities . I'm a fast learner and always willing to learn new things when it comes to doing my job more effectively and efficiently. I'm a problem solver and I want my task done as quickly as possible.

### **Academic Qualification**

Master Degree(M.Sc)	Computer Science	2011
Bachelor (B.Sc)	Computer Sc, Physics, Math's	2008

### **EXPERIENCE**

#### **IT Technician/Data Operator**

**Junaid Perfume W.L.L Bahrain** (Feb 2016 till to present )

- Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Respond to queries either in person or over the phone or remotely.
- Installing and configuring computer hardware operating systems and applications.
- Monitoring and maintaining computer systems and networks.
- Network and the company's program.
- Surveillance CCTV camera systems and protection in all company sites.
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Providing support, including procedural documentation and relevant reports.
- Backup of data and email on needed base or as instructed by manager.
- Identifying and solving any problems that affect computers and IT related any issue.
- Setting up new users' accounts and profiles and dealing with password issues. Network structured cabling for Head office, shop and factories.
- Install, modify, and repair computer hardware and software.

- Examination of network and equipment's for optimization.
- Maintenance and troubleshooting of different printers, scanners and other equipment's to solve hardware, software and operating system issues.
- Coordination of computer maintenance with other IT staff.
- Antivirus installation and updating.

## **IT Supervisor**

### **Dome Bottle Water Factory Riyadh KSA** (August 2013 to April 2014)

- Major responsibilities include Configuration Troubleshooting of all IT Based Hardware and Software
- Supervising other staff such as help-desk technicians
- Providing training and technical support for users with varying levels of IT knowledge
- Competence CCTV IP Camera Installations, Maintenance and monitoring
- IT/LAN Installation Cabling Desktop Applications and hardware issues
- Command on Network issues and technical support for end users
- Installation of PC s Printers, scanner and windows basic networking, sharing devices(Printer, file etc)

## **Data Processing/Documentation**

### **Computer and Communication System CCS Riyadh KSA** (Jan 2013 to Aug 2013)

- Documentation of daily records
- Updating and maintaining data base of costumer data
- Making reports of daily records Professional interaction with both client and end user Include shipping arrangement of goods

## **Network Support Engineer**

### **Pakistan Post Office/ One2One Solutions PVT Ltd Islamabad Pakistan** (May 2011 to May 2012)

- Database administration Troubleshooting of LAN arranging software training
- Fixing network faults and maintenance
- Technical support for people using the network
- Training staff on new systems

## **Data Entry Operator/clerical**

### **General Post Office Mardan Pakistan** (October 2011 to May 2012)

- Counter Application Software CAS and Military Pension Payment System MPPS in Accounts Branch

## **Computer Skills**

- M.S Office (word, Excel, outlook etc.).
- Knowledge in Desktop Support.
- Basic Networking (LAN &WAN).
- Network maintenance Troubleshooting.
- Maintenance & Installation (hardware and all application software)
- Windows XP and Windows 7, 8 &10 installations etc.
- Network Designing and Installation
- Strong IT and communication skills.
- Utilizing a range of office software, including email, spreadsheets and databases.
- Ability to evaluate, prioritize, organize and delegate work schedules. .

## **Language**

English, Arabic, Urdu, Pashtu