

MUHAMMAD IQBAL NAZEER

SPECIALTY IN INFORMATION TECHNOLOGY

Hardware / Software / Troubleshooting / Networking / Surveillance



Responsibilities Maintain data security and confidentiality. Conduct regular audits of computer systems, networks, vendors, and other external resources. Establish and manage IT policies and procedures. Research potential IT vendor alternatives, propose solutions, and manage contract negotiations

Experience

May 2015 – July 2023

Information Technology • Supervisor I.T • Ahmed Industries Pvt. Ltd.

2009 – 2014

Administrator • Admin Supervisor • A.K Systems

2007 – 2009

Sales • Sales Promotion Officer • Muslim Commercial Bank Pvt. Ltd.

2003 – 2005

Billing Department • Billing Officer • Nadeem Medical Centre

Leadership & Skills

Accuracy: Your message needs to be factually correct and free of any errors. Inaccurate information can lead to misunderstandings and erode trust with your team. Take the time to fact-check and proofread your message before sending it out.

Timeliness: Your message must be timely and relevant to the current situation. If your message needs to be updated or relevant, it's likely to be ignored or dismissed. Consider the timing of your message and whether it's the best time to deliver it.

Completeness: Your message must be complete and provide all the necessary information. Incomplete messages can lead to confusion and misunderstandings. Make sure to include all the relevant details and provide context where necessary

Education

Bachelor's of Commerce. Karachi – Pakistan

- Summary of Relevant Coursework
- Call Center Agent Training from S4S (Through BBSYDP Program)
- Diploma in Information Technology from Info Channel.
- Fox Pro (Accounting Software)
- Ms-Office (Typing speed 54 W.P.M)
- Advanced Ms-Power Point
- Photoshop
- Windows
- GW BASIC 3
- (Hardware & Software Installation & Troubleshooting)

Communication

Active Listening

involves maintaining eye contact, listening to understand and asking clarifying questions if something is not clear, reflecting, summarizing, and remaining attentive while resisting the urge to be judgmental or to interrupt.

Motivation and Influence

Through their motivation and influence managers are able to guide employees to effective action, even when employee commitment may be low

Transparency

Openly sharing information with employees. Need to be comfortable showing human side, honest about the feedback.

Praise & Recognition

Employees need feedback to understand how they're doing. That involves both positive and constructive feedback.



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