



Muhammad Salman

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ABOUT ME

I am a dedicated and versatile professional with a Bachelor's degree in Computer Science, diploma in Information Technology, and Occupational Health and Safety. Possessing a strong foundation in network engineering, IT administration, and safety management, with a proven track record of successfully implementing and maintaining IT infrastructure and ensuring workplace safety. Adept at problem-solving, managing projects, and working collaboratively to achieve organizational goals.

EDUCATION AND TRAINING

Bachelors In Computer Science

Qurtuba University Of Science And Information Technology [22/09/2018 – 10/12/2022]

City: Dera Ismail Khan | Country: Pakistan | Website: <https://www.qurtuba.edu.pk/> | Level in EQF: EQF level 6

Diploma In Information Technology

Superior Professors Computer Institute [17/09/2019 – 20/10/2020]

City: Dera Ismail Khan | Country: Pakistan | Website: <https://www.facebook.com/SPCIDIKhan/> | Level in EQF: EQF level 4

Occupational Health And Safety

National Examination Board In Occupational Safety And Health [11/04/2021 – 04/11/2021]

City: Dera Ismail Khan | Country: Pakistan | Website: <https://www.nebosh.org.uk/> | Level in EQF: EQF level 4

Higher Secondary School Certificate

Government Degree College No.2 [16/12/2015 – 20/12/2017]

City: Dera Ismail Khan | Country: Pakistan | Website: <http://www.admission.hed.gkp.pk> | Level in EQF: EQF level 4

Secondary School Certificate

Working Folks Grammar Higher Secondary School And College [10/06/2008 – 31/03/2015]

City: Dera Ismail Khan | Country: Pakistan | Website: https://workerwelfareboard.kp.gov.pk/page/working_folks_grammar_schools | Level in EQF: EQF level 3

WORK EXPERIENCE

Network Engineer

Teskify [16/12/2022 – 22/06/2024]

City: Lahore | Country: Pakistan

- Management of organization's LAN & WAN
- Installation and management the design
- Internet systems including cables, ports, routers and switches.

Administrative Assistant (Computer Operator) (Clerk)

Superior Professors Computer Institute [11/04/2019 – 17/11/2021]

City: Dera Ismail Khan | Country: Pakistan

- Management of computer systems, networks, hardwares, softwares, windows
- Troubleshooting of systems and networks
- Administration

Health And Safety Officer

[28/02/2016 – 30/11/2018]

City: Dera Ismail Khan | Country: Pakistan

- Conducted safety inspections & audits
- Developed & delivered safety programs, reducing workplace incidents by 20%
- Investigated accidents, implementing corrective actions
- Coordinated safety measures with project managers
- Maintained safety documentations and compliance with HSE regulations
- Led emergency response drills and safety meetings

LANGUAGE SKILLS

Mother tongue(s): Pushto | Urdu

Other language(s):

English

LISTENING B2 READING C1 WRITING C1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

DOT NET / Begginer HTML/CSS / Microsoft Office / Object-Oriented Programming / Microsoft Word / Social Media / SQL / Data Entry / Health and Safety / Adobe Photoshop / Problem Solving / Management / Admin / Administrative support / Scheduling / Time management / Calendar management / Office management / Data entry / Organizational skills / Communication skills / Customer service / Problem-solving / Problem solving / Multi-tasking / Multi tasking / Attention to detail / Meeting coordination / Client relations / File management / Report generation / Record keeping / Email management / Travel arrangement / Micro Excel / Microsoft(Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Excel) / Event planning / Office equipment / Proofreading / Database management / Phone etiquette / Team collaboration / Budget management / Documentation / Office procedures / Confidentiality / Prioritization / Word processing / Interpersonal skills / Analytical skills / Flexible / Deadline-oriented / Adaptability / Research skills / Project management / Dependability / Professionalism / Self-motivated & self-disciplined / Resourceful / work ethic / teamwork / analytical / training / time management / networking / adaptability / sales / initiative / strategic thinking / negotiation / team player / analytical skills / decision-making / public speaking / Office coordination / Meeting scheduling / Filing systems / Travel arrangements / Report preparation / Administrative Assistant / Administrative Assistance / Receptionist / Reception / Front desk management / Telephone etiquette / Visitor management / Appointment scheduling / Customer relations / Multitasking / Greeting visitors / Call forwarding / Administrative functions / Office administration / Record management / Scheduling meetings / Email correspondence / Office logistics / Task prioritization / Coordination / Store Manager / Retail management / Sales targets / Staff supervision / Inventory control / Customer satisfaction / Visual merchandising / Store operations / Team leadership / Performance tracking / Retailer / Retailing and Merchandising / Retail sales / Customer engagement / Product knowledge / Point of sale (POS) / Inventory management / Merchandising / Sales techniques / Cash handling / Product displays / Urdu to English Translator (and vice versa) / Urdu

translation / English translation / Language proficiency / Translation accuracy / Document translation / Bilingual communication / Cultural sensitivity / Interpretation / Localization / Pashto to English Translator (and vice versa) / Pashto translation / Language fluency / Accurate translation / Bilingual skills / Cultural understanding / Back Office / Back office support / Data management / Administrative tasks / Reporting / Operational support / Process optimization / Administrative coordination / Front Office / Front office operations / Reception duties / Greeting clients / Warehouse Incharge / Warehouse management / Shipping and receiving / Stock management / Warehouse operations / Logistics coordination / Team supervision / Order fulfillment / Safety compliance / Inventory accuracy / Safety Officer / Occupational safety / Health and safety regulations / Risk assessment / Hazard identification / Safety inspections / Compliance management / Safety audits / Incident investigation / Safety training / Emergency response / Safety procedures / Personal protective equipment (PPE) / Workplace safety / Safety standards / Nebosh IGC / Safety policies / Regulatory compliance / Safety reporting / Safety programs / Environmental health / Safety documentation / Clerical support / Document management / Answering phones / Office supplies management / Mail distribution / Typing skills