

MUHAMMAD HAMZA AJMAL

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Audio/Visual PROFESSIONAL

Visionary and innovative technologist seeking a position in the high-tech industry to make the most of technical background, customer focus, creativity, passion, industry experience, and leadership skills.

PROFESSIONAL SUMMARY

- **A technically inclined AV professional offering an eventful 4 years of experience** in this field.
- **Keen knowledge in** managing and streamlining office operations. Aiming to apply a proven record of information management, scheduling, and strict adherence to policies.
- **Proficient knowledge in** managing office operations and maintaining datasheets.
- **Integrated approach in administrating all aspects of an ongoing program** by planning, organizing, staffing & controlling complex program activities to comply with all relevant legislation & professional standards.
- **Excellent decision-making, proven leadership, analytical skills** & problem-solving & team-building skills with abilities to manage independently the development resources concerned with major organizational projects.

Skills:

- Excel
- Power point
- Word
- Evlan Control
- Computer Operations
- Vuwall
- Barco
- Brightauthor
- Nova LCT
- Nova studio
- Multitasking
- Self-Motivated
- Learning Attitude
- Root cause Analysis
- Decision Making
- Self-Disciplined
- Team building & Mentoring

PROFESSIONAL HISTORY

SECURINTEC COMPUTER SYSTEM LLC, DUBAI AS IT ASST
APR 2022 TILL DATE

Key Deliverables

- Work on EVLAN server and MAC devices.
- Joint ventures with Spanish company RPG on installation of audio-visual system.
- Video wall LCD installation.
- Configuration of vuwall server.
- Control center assemblies
- Maintenance and troubleshooting of big video walls.
- Provide IT support for big events/meetings at Etisalat.
- IT support and troubleshooting of systems and windows.
- Working on digital solutions with Etisalat.

DIL PASAND TEXTILE INDUSTRIES, LAHORE AS COMPUTER OPERATOR
MAY 2018-JULY 2021

Key Deliverables:

- Set up computers and other hardware devices.
- Resourcefully and gratefully meeting with the IT team to determine the sequence of operations.
- Started operations by entering computer commands and monitored error and stoppage messages.
- Shouldered with overall responsibility in the maintenance of datasheets.
- Dynamically involved in correcting errors, loading paper, and adjusting equipment settings.
- Troubleshoot equipment malfunctions and software errors.
- Responded to user requests and problems and performed preventative maintenance.
- Take preventive care of equipment, including testing and maintenance.

- Played a stellar role in supervising the overall office management.

ALLIANCE ENERGY SYSTEM, LAHORE As ASSISTANT DATA ANALYST

Jun 2015 – April 2018

Key Deliverables:

- Gathered critical information from meetings with various stakeholders and producing useful reports.
- Interpreted data, analyzed results using statistical techniques, and provided ongoing reports.
- Developed and implemented databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Acquired data from primary or secondary data sources and maintain databases/data systems.
- Actively participated in planning and handling of data related to inventory analysis
- . Played a stellar role in overall business analysis of raw materials, spare parts, and packing materials that provide effective functioning of plastic production.
- Managed end-to-end processes for updating and verifying detailed order data.
- Actively worked with organizing and reporting training statistics to company-wide management.
- Shouldered with the overall accountability of planning, designing, and executing high-impact projects.

ADDITIONAL QUALIFICATION

EXTRACURRICULAR

- Worked as an active student council member at Fazaia Inter College, Rawalpindi.
- Served as Head of the winning team for inter-college football championships in 2012.
- Runner up in state-level badminton competition in 2014.
- Actively took part in many technical training programs.

• A C A D E M I C C R E D E N T I A L S

- **HSSC (Science)** from Fazaia Inter College, Rawalpindi, Federal Board of Intermediate and Secondary Education in 2014 with 57%.
- **SSC** from Fazaia Inter College, Rawalpindi, Federal Board of Intermediate and Secondary Education in 2012 with 74%.

Computer Skills:

- Well-versed with MS Office, MS excel, Power point.
- Proficient with operating systems like Windows, Dos and iOS.
- Knowledge of MySQL.

PERSONAL DOSSIER

Language Known: English, Urdu and Hindi || **Marital Status:** Single

Date of Birth: 12th July 1996|| **Driving License:** Pakistani, UAE