91-94171-32935

abbassaifymlk@gmail.com, abbassaify@hotmail.com

**MOHD ABBAS**





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| **PERSONAL SUMMARY:**An extensive experience in IT Education as well as organized administrator from an IT, Accounts background with invaluable experience in providing administrative IT support, Highly focused with a comprehensive knowledge and understanding of various roles such as Office administration, customer service & support. A consistent track of record of successfully employing best business practices that improve, reduce operating costs whilst increasing productivity, all to tight deadlines and within budget. Easy going by nature and able to get along with both work colleagues and senior persons. Immediately available. I hope that you shall give me a chance to serve in your esteemed organization and I shall try my best to develop your esteemed organization with my knowledge and hard working. | **RETAIL MANAGEMENT:**5 years of experience as a “**Desktop Support Engineer cum Sales Executive”** at Abu Dhabi - U.A.E.**APPLICATION:*** Accounts Management
* Management Control
* Network Designing
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| **WORK EXPERIENCE:**1. **Working as a CEO in Maruti Nandan Zambia Ltd., Great North Road, Chief Nkole, Mpula, Kapiri/Mposhi, Zambia from 2nd August 20227 to 01st August 2022 to till date.**

**Responsibilities:****• accounts and handling immigration queries visa/permits, preparing salaries of the employees, submitting returns to NAPSA, ZRA, LABOUR COMPENSATION and Maintaining accounts by using Tally ERP 9.0. Salaries maintained by using customized software developed by me****• Directed and coordinated financial and budget operations to maximize investments and increase efficiency.****• Implemented corrective action plans to solve organizational and departmental problems.****• Gave presentations at meetings and conventions to promote services and offerings**1. **Worked as a HOD-IT at BS Computers, Malerkotla from 8th Feb., 2022 to 25th July 2022. .**

**Responsibilities:*** Performed administrative duties, such as serving as department head.
* Assigned and reviewed work of systems analysts, programmers and other computer-related workers.
* Developed computer information resources, providing for data security and control, strategic computing and disaster recovery.
* Stayed abreast of advances in technology.
* Approved all systems charts and programs prior to implementation.
* Purchased necessary equipment.
* Evaluated and grade students' class work, laboratory work, assignments and papers.
* Maintained computer equipment used in instruction.
1. **Worked as a CEO in Maruti Nandan Zambia Ltd., Great North Road, Chief Nkole, Mpula, Kapiri/Mposhi, Zambia** from **21st April, 2017 to 2nd August 2021.**

**Responsibilities:*** accounts and handling immigration queries visa/permits, preparing salaries of the employees, submitting returns to NAPSA, ZRA, LABOUR COMPENSATION and Maintaining accounts by using Tally ERP 9.0. Salaries maintained by using customized software developed by me
* Directed and coordinated financial and budget operations to maximize investments and increase efficiency.
* Implemented corrective action plans to solve organizational and departmental problems.
* Gave presentations at meetings and conventions to promote services and offerings.
1. **Worked in Punjab Technical University, Study Centre (0447) Malerkotla Punjab,** as a “**Head of the Department-IT (HOD-IT)”**, from **Nov. 1st 2015 to 15th of April 2017.**
2. **LOVELY PROFESSIONAL UNIVERSITY, Study Centre (213PB0413) Lehragaga Punjab,** Worked as a Centre Head from **June 2nd 2013 to Oct. 30th 2015.**
3. **LOVELY PROFESSIONAL UNIVERSITY, Study Centre (213PB0450) Moonak,** Worked as a Centre Head from May 2013 to May 2014.
4. Worked as a **Desktop Support Engineer cum Sales Executive** at Al Maria Computer Trading Co. LLC, **Abu Dhabi – U.A.E.**, from Dec. 2007 to May 2012.

**Responsibilities:*** Referred major hardware and software problems and defective products to vendors and technicians for service.
* Entered commands and observed system functioning to verify correct operations and detect errors.
* Regarded computer software and hardware operation resolved problems.
* Set up equipment for employee use, performed and ensured proper installation of cables, operating systems and appropriate software.
* Installed and performed minor repairs to hardware, software and peripheral equipment, following design and installation specifications.
* Conferred with users, and conducted computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
1. Worked as a **System Administrator cum Senior Faculty** at B.S. Computers (Auth. From PTU, Jalandhar), Malerkotla Punjab, India, from 25th Dec. 2005 to 15th Dec. 2007.

**Responsibilities:*** Train people in computer system use.
* Monitored network performance to determine whether adjustments needed to be made and to determine where changes needed to be made in future.
* Configured email applications or virus protection software.
* Operated master console to monitor performance of computer systems and networks and to coordinate computer network access and use.
* Loaded data and installed software and peripherals.
* Diagnosed, troubleshooted and resolved hardware, software and other network and system problems.
* Tested computer hardware, networking software and operating system software.
* Provided technical support for voice services and equipment, such as private branch exchange, voice mail system and telecom system.
1. Worked as a **Computer Faculty cum Centre Manager** at Sikkim Manipal University, Study Centre, Malerkolta Punjab India from Feb. 2000 to 15th Dec. 2005.
 | **PROFESSIONAL SKILLS:*** ASP.NET, VB.NET
* Visual Basic

 Programming * HTML Programming
* DHTML
* CSS
* Ms-Office (All Suites)
* Hardware and Networking solutions
* Hardware/Software Installation, Maintenance, Troubleshooting etc.
* Well versed with Apple products i.e. iPods, iPads, iPhones (Unlocking) etc.
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| **Management Control:**Providing view and administration support to meet organization’s needs and also responsible for IT support duties. |  |
| **DUTIES:**1. Developing customized applications in Visual Basic 6.0 with Ms-Access/MySQL as a backend (Database).
2. Installation of Ms-Windows 2003/2008/2012 servers, Ms-Windows 10/8/7/Vista/XP/98 etc. as well as all types of applications & Drivers.
3. Network problem diagnosis & troubleshooting.
4. Configuring Network Printers.
5. LAN/WAN configuring.
6. Data entry and conversion from Ms-Office files into PDF, JPG or in any other format.
7. Configuring Routers, Switches for sharing Internet/Network resources etc.
8. Excellent knowledge of online PC Game issues.
 | **PERSONAL SKILLS:*** Understanding confidentiality.

**ORGANIZED & EFFICIENT:*** IT skills
* Team working skills
* Excellent communication skills
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| **ACADEMIC QUALIFICATION:**1. Certified Trainer by **PMKVY (Pardhan Mantri Kaushal VikasYoujna, New Delhi, India)**
2. **MCA** with 1st Division from **Punjab Technical University**, Punjab, India.
3. **BSc. IT**with 2nd Division from **Sikkim Manipal University**, Karnataka, India.
4. **Diploma in System Management** with ‘B’ Grade from **Aptech Computer Education**, New Delhi, India.
5. **CCNA** (Training only).
6. **10+2** from **Punjab School Education Board**, Mohali, Chandigarh.
7. **Matriculation** from **Punjab School Education Board**, Mohali, Chandigarh.
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| **PERSONAL INFORMATION:**Father’s Name **: Mohd. Ilyas**Mother’s Name **: Summiya Begum**Date of Birth **:15-08-1976**Sex **: Male**Nationality **: Indian**Marital Status **: Married**Spouse Name **: Mehnaz**Address **: #145, Mohalla Khalifia Chatti Gali**  **Malerkotla – 148023, Punjab** | **PASSPORT DETAILS:**PASSPORT NO:U0429774 DATE OF ISSUE:**01-08-2019**DATE OF EXPIRE:**31-07-2029**PLACE OF ISSUE:LUSAKA **(ZAMBIA)** |
| **NOTE:*** References will be provided on request.
* Immediately available.
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# Date: Signature