



# Naeem Subhani

## Information Technology

### My Contact

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### Tech Stack

- SQL
- GUI in WindowForm
- C# .NET
- Canva, Adobe Photoshop
- WordPress
- HTML, CSS

### Hard Skill

- Data Entry Operator
- Strong phone contact handling skills and active listening
- Leadership Skills and Problem Solving
- A proactive approach to support
- Familiarity with ERP and CRM systems

### Soft Skill

- Observation and Research
- Decision making
- Communication
- Multi-tasking
- Group Workability

### Education Background

- University of Gujarat Sialkot (Campus)  
BS Hons in Information Technology  
Completed in 2019

### About Me

Dedicated and detail-oriented Data Entry Operator HR Accountant Technical IT Support Engineer Team Lead with 4 years of experience. likes to work on exciting projects that satisfy a real market need. I work smart to deliver products as quickly as possible and use feedback to improve my experience.

### Professional Experience

FQMS Software House Sialkot. | HR Accountant  
2020 – Present

#### Key responsibilities:

- Data Entry Operator
- Chart of Account Heads Creation
- Fund Transfer Posting and Daily Expense Manging and alternatives within the time limits
- Keep records of customer interactions, process customer accounts, and file documents
- Manage large amounts of incoming phone calls
- Communicate with clients and resolve the issues
- Give new client Training in ERP software
- Resolve daily requirements of clients and satisfy them
- Follow up with clients to ensure their IT systems are fully functional after troubleshooting
- Diagnose and troubleshoot technical issues, including the Chart of account setup and network configuration
- Familiarity with remote desktop applications and help desk software (eg. Anydesk)

### Achievements

2019 – 2020 I done Cisco Certified Network Associate(CNNA) from Net com Sialkot

I done my FYP in Android Application  
Online Food Ordering App With the  
help of Mobile Food Truck