

Muhammad Ramzan Ali

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OBJECTIVE

Seeking for an opportunity to gain experience and practical knowledge. And finding a platform where i can apply the Management skills and Technical knowledge acquired during my undergraduate studies and have an Experience of professional Life.

ACADEMIC QUALIFICATIONS

<u>Qualification</u>	<u>Institute</u>	<u>Passing Year</u>	<u>Status</u>
Bachlor of Commerce	University Of Karachi	-	In Progress
Intermediate in Commerce	Board Of Intermediate Karachi	2015	Passed
Matriculation in Science	Board Of Secondary Education Karachi	2011	Passed

EXPERIENCE

- 1.5 years experience as a Costumer Support Officer in Madani Channel - IT. (2013-2015)
- 3 years experience as a Hardware Desk Lead in IT Department of Dawateislami.(2015 to 2017)
- Less than 1 Year Experience as a IT Manager in Friends & Cargo Services Karachi Pakistan (March 2017 to Dec 2017)
- 1.5 Year Experience as a Sales Executive & QC in Hy Toys Pakistan (2018 to 2019)
- Working as an Online Seller in Different Social Media platform and E Commerce Sites (2019 to Present)

TRANING & CERTIFICATIONS

- MS Office 2007 , 2010 , 2016 (Word, Excel, Power Point)
- Internet Browsing, MS Windows, Email , Searching ,
- Typing, Urdu Composing, (Inpage , Phonetic)
- English Language course (From Motiwala Collegiate)

IT PROFICIENCY

- ♦ Affluent with the web operations (such as Email) and browsing;
- ♦ Have sound knowledge and experience on Microsoft Office applications.

- ✓ **Hardware Troubleshooting**
- ✓ **Installation Windows (xp , Win 7,8,10)**
- ✓ **Software Installation and Crack**
- ✓ **Solution About Hardware And Softwares**

- ✓ **Internet Troubleshooting**
- ✓ **DNS & WorkGroup**
- ✓ **IP Configuration**
- ✓ **Network Troubleshooting (Switches and Router)**

PERSONAL

- ♦ Nationality : Pakistani
- ♦ Languages (fluent) : English and Urdu
- ♦ NIC No : 42301-1404820-7
- ♦ Marital Status : Married
- ♦ Domicile \ PRC : Karachi South
- ♦ Date Of birth : 24-Mar-1995

INTERESTS

1. Inventory Records About Hardware
2. New Softwares and Solution
3. Searching About New Services
4. Records Maintaining About All Works
5. Better Solutions About Hardware
6. Multi Tasking Management

FUNDAMENTAL KNOWLEDGE AND SKILLS AREAS

1. Hardware Desk
2. Reportings Inventory
3. Motherboard Solutions
4. Management \ Multi Tasking & Anaylytical Skills
5. Team Building and Leader Ship Skills

CREDENTIALS

Will be provided later on

