



SHAHEER AHMAD SIDDIQUI

IT MANAGER

CONTACT

+92 3349477447
siddiqui.shaheerahmad@gmail.com
www.linkedin.com/in/shaheer-ahmad-siddiqui
Peshawar, Pakistan

SKILLS

Project Management
Communication Skills
Organization Skills
MS.Office
Flexibility
Interpersonal Communication

EDUCATION

Bachelors in Computer Science
Institute of Management Sciences
2018-2022
Peshawar, Pakistan
Grade: B

Diploma in Information Technology
Capital Institute of IT & Management Sciences
2017-2018
Peshawar, Pakistan
Grade: A+

LANGUAGES

English
Urdu
Pushto

PROFILE

I am a highly motivated and detail-oriented individual with a passion. Throughout my years of experience, I have developed a deep understanding of computer science and management. I thrive in fast-paced and dynamic environments and enjoy collaborating with others to achieve common goals.

WORK EXPERIENCE

IT Manager

SpaceTech Computer 2023-Present

- Delegate tasks and projects to team members, ensuring effective distribution of workload.
- Evaluate emerging technologies and trends to make informed decisions about technology adoption.
- Create a roadmap for IT projects, considering resource allocation and timeline.
- Plan, execute, and oversee IT projects from initiation to completion.
- Monitor project progress, manage risks, and ensure timely delivery.
- Coordinate with cross-functional teams to ensure project alignment and successful implementation.
- Manage hardware and software installations, upgrades, and configurations.
- Ensure data security, network stability, and system performance.
- Develop and manage the IT department budget, including hardware, software, and staffing costs.
- Stay updated on cybersecurity threats and best practices to proactively address potential risks.
- Provide technical support to users and resolve IT-related issues in a timely manner.
- Communicate effectively with non-technical stakeholders.

Assistant Manager

Dewpoint 2022-2023

- Assist in managing and guiding the team's daily activities and performance.
- Provide direction, support, and mentorship to team members to ensure efficient operations.
- Collaborate with the Manager to ensure smooth and effective operations of the water filtration systems.
- Monitor and address any issues related to filtration processes, equipment, and water quality.
- Assist in implementing and maintaining quality control procedures to ensure the production of clean and safe filtered water. Conduct regular inspections and tests to verify the effectiveness of filtration systems.
- Assist in troubleshooting technical issues, coordinating repairs, and minimizing downtime.
- Assist in managing inventory levels of filtration materials, chemicals, and spare parts.
- Promote a culture of safety and provide guidance on safe practices to team members.
- Assist in collecting and analyzing data related to filtration efficiency, water quality, and production metrics.
- Assist in organizing training sessions for staff to enhance their knowledge of filtration processes, equipment, and safety protocols.

WORK EXPERIENCE

IT Support

Cosmic Enterprise

2020-2022

- Provided technical support to all employees, including troubleshooting hardware and software issues.
- Kept systems and software up to date with security patches and updates.
- Implemented and maintained backup and disaster recovery solutions.
- Managing relationships with IT vendors and service providers.
- Budget and cost control for IT-related expenses.
- Setting performance goals and conduct regular performance evaluations.
- Planning for future technology needs and upgrades.
- Maintaining documentation of IT systems, processes, and procedures.
- Provided training and workshops to employees on IT best practices and the use of software and hardware.
- Lead or oversee IT projects, such as system upgrades, software implementations, and infrastructure expansions.
- Handling complex technical issues and escalate as necessary to ensure timely resolution.

Computer Technician(Hardware/Software)

SpaceTech Computers

2017-2020

- Diagnose and troubleshoot hardware issues with computers, printers, scanners, and other peripherals.
- Perform routine maintenance, such as cleaning and hardware upgrades (e.g., RAM, hard drives, graphics cards). Repair or replace faulty hardware components.
- Build and configure new computer systems based on user requirements.
- Maintain an inventory of hardware assets, including serial numbers, specifications, and warranty information. Order and manage hardware replacements and upgrades as needed.
- Benchmark and stress-test hardware components for performance evaluation.
- Install and configure peripherals such as printers, scanners, and external storage devices. Troubleshoot connectivity issues with peripherals.
- Ensure proper cable organization and management to maintain a neat and efficient workspace.
- Install, configure, and update operating systems (e.g., Windows, macOS, Linux) on computers and servers. Apply security patches and updates.
- Troubleshoot software issues, including compatibility problems and errors.
- Install and maintain antivirus and security software to protect against malware and cyber threats.
- Set up and manage data backup solutions to prevent data loss.
- Assist with data recovery in the event of hardware failures or data corruption.
- Provide training and support to end-users on software applications and best practices
- Continuously update my knowledge of software and hardware technologies to stay current with industry trends.

Graphic Designer

Freelance

2015-2017

- Create visually appealing designs for various mediums, such as digital graphics, print materials, social media content, logos, and branding materials.
- Brainstorm and develop design concepts in line with project goals and client specifications.
- Collaborate with clients or team members to understand project requirements and provide design solutions that meet their needs.
- Manipulate and enhance images using graphic design software to fit the design requirements.
- Organize and maintain design files and assets for easy retrieval and sharing with clients or team members.
- Prepare designs for printing, including setting up files with proper specifications for various print media.

EXPERTISE

- Proven ability to lead and motivate teams to achieve organizational goals.
- Experienced in developing and implementing IT strategies aligned with business objectives.
- Proficient in recruiting, training, and mentoring IT staff.
- Experience with financial planning and cost-benefit analysis.
- Strong written and verbal communication skills for effective collaboration with cross-functional teams and stakeholders.
- Experienced in identifying opportunities for technology-driven improvements.
- Competent at conducting performance evaluations, setting goals, and providing constructive feedback to team members.
- Skilled at analyzing complex issues and developing innovative solutions.

CERTIFICATES

- Google IT Support (04/2023 - 07/2023)
 - Google Project Management (03/2023 - Present)
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SHAHEER AHMAD SIDDIQUI

IT MANAGER

TO WHOM IT MAY CONCERN,

Thankyou for considering my profile and paying attention to my skills and experience for the position applied at your reputed organisation.

I am writing to express my keen interest in the position. With a solid background in information technology and a proven track record in leadership and management, I am excited about the opportunity to leverage my unique skill set to drive innovation and efficiency within your organization.

Throughout my years of experience in the IT industry, I have consistently demonstrated my ability to merge technical expertise with effective management strategies to achieve tangible results. My background includes:

IT Proficiency: I possess in-depth knowledge of IT systems, including hardware, software, and network infrastructure. My experience ranges from overseeing system implementations and upgrades to resolving complex technical issues.

Team Leadership: I have successfully managed and led cross-functional IT teams, fostering collaboration and maximizing productivity. My leadership style emphasizes clear communication, mentorship, and goal alignment.

Strategic Planning: I excel in formulating IT strategies that align with overall business objectives. I have a track record of implementing cost-effective solutions that enhance operational efficiency and support growth.

Project Management: I am adept at project planning, resource allocation, and risk management to ensure successful project outcomes.

Please find my résumé attached for additional details about my experience and certifications. I would welcome the opportunity to discuss how I can meet your company needs further.

Thank you for considering my application. I look forward to the possibility of joining your dynamic team and contributing to your continued growth.

SINCERELY,



SHAHEER AHMAD SIDDIQUI
