



**Usama Iqbal**

**Iqbal Rauf**

**Degree of BS Computer Engineering (First Division)**

**Nationality: Pakistani**

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**Profession: Superintendent (Management & Administration)**

## Work Authorization Positions

- 1 Pakistan Telecommunication Company Limited
2. Telecommunication Company Limited Mobil ink
3. Academy & Event Management company
4. Armed Forces Institute of Cardiology Pakistan (AFIC)

**Assistant Administrator (IT)**  
**Assistant Marketing Trainee**  
**Assistant Manager**  
**Superintendent (Management & Administration)**

## CAREER OBJECTIVE

Organization that offers challenging working environment and provides opportunities for job satisfaction, career development and creatively based upon admirable performance with review of achievement and results.

## Skills

- ❖ **Windows -95 / 98 / 2000 / 2003 / Windows Vista / Windows**
- ❖ **Office Automation Ms-office-95/97/2000/2003/2007**
- ❖ **Internet**
- ❖ **Web Uploading & Hosting**
- ❖ **Pakistani Driving License Holder**

## Languages

- ❖ **English**
- ❖ **Urdu**
- ❖ **Punjabi**

## Responsibilities in 9 Years' Experience

- ❖ Ready to face challenges.
- ❖ Sincere, dynamic and hard working.
- ❖ Consistent and devoted to the task given.
- ❖ Ability to interact with all kinds of people.
- ❖ Capable of handling all the tasks independently.
- ❖ Excellent communication, attractive personality and soft spoken by nature.
- ❖ Disciplined and punctual of time .

Dedicate and focused, able to prioritize and complete multiple tasks.

- Assemble large, complex data sets that meet functional business requirements.

- Identify, design, and implement internal process improvements: automating manual processes, optimizing data delivery, re-designing infrastructure for greater scalability, etc.
- Work with business stakeholders to assist with data-related technical issues and support their data infrastructure needs.
- Create data tools for analytics and data scientist team members that help the creation of cutting edge business tools.
- Design data integration and data quality frameworks
- Coordinate with analytics team members to continually optimize and improve the data pipeline.
- Customer trusted advisor and articulates network issues in a very professional and cost effective way.
- Has a good implementation skills and experience • Aware about the project management lifecycle
- The ideal candidate for this role should be able to demonstrate most of following skills:
- Working in a service provider environment
- Strong presentation skills.
- Excellent written and verbal communications skills are required, along with good personal organizational skills and the ability to provide leadership for front line
- Gathers and analyzes the most critical information needed to understand problems.
- Analyzes problems and issues from different points of view.
- Readily recognizes problems requiring attention.
- Breaks down problems into manageable components.
- Determines the root causes of problems and issues. Demonstrate Professional Judgment
- Applies accurate logic and common sense in coming to conclusions.
- Chooses courses of action that are consistent with policies, procedures, and rules.
- Recognizes the implications and risks of actions and decisions.
- Makes timely decisions on problems/issues requiring immediate attention. Address Customer Needs
- Asks questions to accurately identify customer requirements, expectations and needs.
- Seeks feedback from customers.
- Addresses customer needs by involving the right people (resources) at the right time.
- Follows up with customers to ensure problems are solved.
- Meets or exceeds customer service needs, and reports barriers.
- Also maintaining files and ledgers with consistency.

- Deals with College of Physicians & Surgeons Pakistan (CPSP) Supervisor matters and accreditation process with Cardiac Sub Specialties
- Deals with Pakistan Medical Dental Council (PMDC) for professor, associate professors cases
- Overall supervision of training branch with computer based works and supervise all meetings, lectures , with all the management administration solutions
- Also experience in event management
- conducted Medical conferences with all data maintaining, emailing, grouping,
- Making and finalized their scientific programs with full management backup
- Maintaining duty rosters of all doctors/staff
- Plan event from start to finish according to requirements, target audience and objectives.
- Come up with suggestions to enhance the event's success.
- Prepare budgets and ensure adherence.
- Source and negotiate with vendors and suppliers.
- Be in charge of hiring personnel (DJs, waiters etc.)
- Liaison with all officers for grand round
- Conducted Annual Clinical Audit and making all data and reports