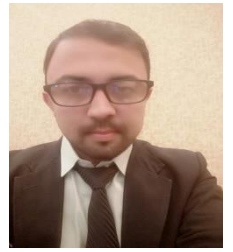


Owais Zaman

NasirBagh Road Malkandhair Khalid Abad Peshawar Pakistan
(24700)

Contact #. 0092-311 9152419

Email: Owaiszaman999@gmail.com



OBJECTIVE:

To join a dynamic organization where I can build my career through my abilities, and prove myself an energetic, enthusiastic and career oriented person under all circumstances, where knowledge and hard work are highly valued, respected and appreciated.



PERSONAL INFORMATION:

Father's Name	:	Tahir Zaman
Date of birth	:	10 th February, 1997
CNIC No	:	17301-0746073-5
Domicile	:	Peshawar (Khyber Pakhtunkhwa)
Nationality	:	Pakistani
Religion	:	Islam
Marital Status	:	Married



PROFESSIONAL QUALIFICATION:



Secondary School Certificate (SSC)	BISE (Peshawar)
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Higher Secondary School Certificate (F.Sc)	BISE (Peshawar)
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DIT (Information Technology)	BTE (Peshawar)
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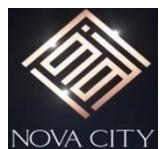
Bachelor in Economics (Accounting)	UOP (University of Peshawar)
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Master in Arts (Political Science)	UOP (University of Peshawar)
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WORK EXPERIENCE:



**Operation Transfer &
Record Manager/ HR
IT Support
Nova City Peshawar
Feb 2022 – Present**

- Monitor the operation and security of all computer hardware and ensure that it is operating properly
- Maintain accurate inventory and record of all hardware, software and manuals purchased by the Market.
- Ensure that all software runs with no output errors, no response time problems and functioning according to specifications
- Prepare a monthly report regarding the systems and issues related to smooth operation of application software
- Maintain the documentation of the telephone system configuration and all MPT lines
- Understand all the department working procedures and perform the related tasks as described
- Carry out the repairs and maintenance of all PCs, printers, telephones, interactive system, key lock system, etc.
- Maintain all users access request and authorizations (Windows, E-mail, Opera, Micros, Novell)
- Act as the primary contact for all outside agents in all computer technology related matters
- Respond to all users request and provide them with adequate support



**IT & Accounting Lecturer
Oriental Degree College
March 2020-Feb 2022**

- To design and deliver high quality teaching programs including distance learning delivery.
- To engage in individual and collaborative research activity resulting in high quality outputs, including those to be submitted to the Research Excellence Framework (REF) or its equivalent.
- To play a significant role in departmental and College activities including departmental administrative duties as required.
- To play a role in external engagement and impact by contributing to the quality of life and the economy through application of subject expertise and knowledge in practice.
- Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.
- Conduct individual and collaborative research projects.
- Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
- Present at conferences and/or exhibit work at other appropriate events.
- Identify sources of funding and contribute to the process of securing funds.
- To be active in learned societies as appropriate.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programs and courses of study.



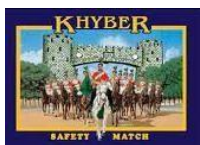
Assistant Manager
Uber
May 2018-March 2020

- Make strategic decisions to prioritize within functional area; guide and set goals for the overall team
- Develop analytical frameworks to support the company in business decision-making
- Identify operational weaknesses and help improve or innovate new processes
- Build, maintain, communicate, and present detailed reporting at city, regional, and mega-regional levels
- Present models, findings and insights to senior management to drive business decisions
- Collaborate with other Operations teams, as well as marketing, product and other central functions, to ensure that insights inform broader strategic initiatives
- This role demands excellent stakeholder and project management skills, as well as the ability to both plan and execute projects of varying time horizons and scope with minimal guidance
- The Rides Operations team owns functional business strategies as well as local market strategies, and your team will be responsible for monitoring, correcting, and executing business processes
- Focus areas include.



Computer Operator/ IT &
Accounting Lecturer
Oriental Degree College
October 2012-April 2018

- Setting up computers and other hardware devices.
- Typing English and Urdu.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Maintaining supply inventory.
- Ensuring the security of the company's computer systems.
- Conduct individual and collaborative research projects.
- Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
- Present at conferences and/or exhibit work at other appropriate events.
- Identify sources of funding and contribute to the process of securing funds.
- To be active in learned societies as appropriate.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programs and courses of study.



Supervisor
Khyber Match
Ltd.
Jan 2012-Aug 2012

- Supervising operations within a facility to achieve higher output
- Organizing training and educational manuals for the production team
- Assisting in the recruitment and onboarding of new hires
- Ensuring compliance with safety and professional standards within a facility
- Organizing, monitoring, and prioritizing tasks to meet production goals
- Evaluating various stations of the production operation to ensure optimum efficiency
- Maintaining communication between employees and senior executives to ensure procedures and policies are well-understood
- Ensuring the flow of raw materials and other resources.



CERTIFICATES/COURSES:

- Certificate in Information Technology
- MS Office
- LCD & LED
- UCEST (Math Competition)
- NELCA (English Language)
- CIT



SKILLS

- Computer & IT
- Data Entry
- Customer Service Orientation
- Critical thinking skills for development of business
- Accounting and Maintaining Data
- Skilled in handling and maintaining customer information
- Array of communication skills
- Multi-tasking skills
- Leadership skill
- Team player skills
- Organization goals achievement skill
- High patience with an ability to handle angry passengers professionally
- Quick learner and highly adaptable, Strong Interpersonal Communication
- Ambitious & enthusiastic, Multitasking, Problem Analysis & Solving
- Caring, Understanding and Excellent communication skills.

LANGUAGES:

- English(Moderate) ★★★★★
- Urdu(Advance) ★★★★★
- Pashto(Native) ★★★★★

REFERENCES:

To be furnish upon request.

