

# Ahmad Muneeb

## Assistant Manager MIS

To convert all my knowledge and ideas into practical and implemented form and enhance my technical as well as managerial skills by acquiring job in a reputable, growth oriented organization, which provides constant personal development.



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## SKILLS AND COMPETENCES

Adaptability

Attention To details

Critical Thinking

Emotional Intelligence

Leadership

Team Work

Graphic Design

Software Development

Videography

Photography

Digital Marketing

Web and Apps Design

Willingness to Face new Challenges

Project Management

Computing and Networking

## WORK EXPERIENCE

### Assistant Manager MIS

Vertex Chemicals (Pvt.) Ltd.

Formerly Pagel Pakistan (Pvt.) Ltd.

Faisalabad, Pakistan

07/2019 - Present

#### Achievements/Tasks

- Conceive and implement concepts, guidelines and strategies in various creative projects.
- Social media profile and corporate communications.
- Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients.
- Accomplishing marketing and organization mission by completing related results as needed.
- Recommended and consulted with clients on the most appropriate Software design options based on their overall marketing goals.
- Maintain a secure and encrypted network with access to the internet.
- Set up the WIFI connection and security settings for the internet connection.
- Design for new LAN cabling including patch panels, UTP, switches, router.
- Administer and support network and desktop technology for Departments and administrative offices.
- Upgrade and maintain users PC's by adding memory, hard drives, power supplies, Installing Operating Systems and required Software etc.
- Initiate and implement the setup of cabling, enabling the use of terminal stations strategically placed throughout the facility.
- Testing and modifying systems to ensure that they operate reliably.
- Designing maintenance procedures and putting them into operation.
- Responsible for managing IT infrastructure including Hubs, Switches and Allocating IP addresses to Each PC in the organization.
- Experience with Mikrotik Router and Winbox Software to Implement various Rules to enable or disable certain websites into the internal Company Domain.
- Managing and Installing CCTV to cover whole Organization and Managing NVR, Allocating IP addresses to Each Camera and Port
- Forwarding to view outside the company internet.
- Managing and Customizing Oracle NetSuite Reports and Workflows.
- Creates and maintains the network and databases for the company.
- Ensures stable operation of the network and databases by consistently scheduling and implementing updates and functionality tests; identifies and resolves any issues that are identified during the testing process.
- Develops, manages, and implements hardware maintenance, software support, network and remote backups, upgrades, and Internet support.
- Schedules and produces periodic reports regarding MIS performance.
- Analyzes and recommends software and hardware to maximize productivity for all networks.
- Collaborates with other departments and outside computer support vendors to schedule and coordinate upgrades and tests.
- Performs other related duties as assigned.

Contact: Zain ul Abideen - [zain@vertexchemicals.pk](mailto:zain@vertexchemicals.pk)

## Graphic Designer/ IT Assistant Bit Squad

09/2017 - 05/2019

Faisalabad, Pakistan

### Achievements/Tasks

- Conduct user studies, gather client feedback, and iterate on product features, functionality, and overall design based on qualitative and quantitative data.
- Consistently validate the design and implementation decisions with partners and clients.
- Foster open and honest communication with other departments to help improve our department's processes and set other departments up for success where possible.
- Empower team members to learn and grow, foster open and honest conversations, cultivate healthy team dynamics, and ensure team members feel their ideas and contributions are important, appreciated, and necessary for our team's long-term success.
- Spearhead our company's Culture and Diversity committee for continuous improvement.
- Helping to install, configure and maintain the company's IT framework, Setting up hardware and software applications. Providing general support for the IT department and for the company's computer users, Installing and maintaining various peripherals as well as installing relevant updates and patches.
- Handling customer and colleague queries regarding networks, systems and applications, often through a help desk.
- Various ongoing tasks such as checking and proofreading content, data entry, database maintenance and using printers, copiers.

Contact: Umair Ahmed - info@bitsquad.pk

## Software Developer & Design Engineer Invictus Zone

09-2016 - 09/2017

Faisalabad, Pakistan

### Achievements/Tasks

- Research and draft blueprints, engineering plans, and graphics.
- Develop test prototypes.
- Identify solutions to improve production efficiency.
- Use design software to develop models and drawings of new products.
- Maintain existing engineering records and designs.
- Assess all engineering prototypes to determine issues or risks.
- Estimate cost limits and budgets for new designs.
- Supervise the manufacturing process of all designs.
- Coordinate with other engineers, management, and the creative department.
- Worked for testing malicious files and their activities using virtual box, Wireshark.

Contact: Usama Sultan - info@invictuszone.com

## TECHNICAL SKILLS

<b>Languages</b>	C++, .NET Framework (C#), HTML5, CSS3, Php, Javascript, Bootstrap, Wordpress	<b>Adobe Creative Suite</b>	Adobe illustrator, After Effects, Photoshop, Fireworks, Premiere Pro, Lightroom.
<b>Tools</b>	Microsoft Visual Studio, Wireshark, Winbox, VMware Workstation.	<b>Servers</b>	Microsoft SQL Server 2012, MySQL Server, Oracle Netsuite.
<b>Platforms</b>	Windows, Android, Mac.		

## LANGUAGES

English  Urdu 

## EDUCATION

### Bsc (Hons.) Computer Science

University of Engineering and Technology, Lahore

11/2013 - 08/2017

Lahore, Pakistan

CGPA: 3.019

#### Courses

- Artificial Intelligence
- Web Technologies
- Computer Networks
- Computer Graphics and Image Processing

### Intermediate Education

Divisional Model College

09/2008 – 06/2011

Faisalabad, Pakistan

#### Courses

- Mathematics
- Chemistry
- Physics

## PROJECTS

A Project of Liver Trust Centre, (District Headquarter Hospital), Faisalabad (08/2016 – 08/2017)

- Determining production requirements by reviewing client requirements; considering scheduling requirements.
- Desktop based Software using C# Language and Microsoft SQL Server 2012, Designed for Liver Centre of DHQ Hospital to replace their Existing Manual, Paper Based system.
- Targets to provide complete solution for Liver Centre and Related Services like Patient details, Inventory, Medicine Details and financials etc.
- Implemented by meeting the Client Requirements and Deployed on the Server Successfully.

Web Based ERP/CRM Application (08/2015 – 03/2016)

- Implementing various Programming techniques to get measurable results.
- ERP/CRM Web Based Application having Stock Management, Inventory, and other Modules using tools such as Adobe Dreamweaver, Sublime and MySQL Server.
- Developed by working on Various Languages like PHP, HTML5, CSS, Java script and Bootstrap.

## CERTIFICATES

Certificate of Achievement - HarvardX (09/2012)

Introduction to Computer Science - A Course of Study offered by Harvard, an online learning initiative of Harvard University through edX.

Honor Code Certificate - Microsoft (08/2013)

Programming with C# - A Course of Study offered by Microsoft, an online learning initiative of Microsoft Corporation through edX.

Certificate of Achievement - Government College University, Lahore (04/2014)

2nd Position In Graphic Designing Competition

Certificate of Achievement - NFC IE&FR (07/2015)

2nd Position in poster Designing Competition (ACM- 2015)

Certificate of Achievement - NFC IE&FR (07/2016)

1st Position in Poster Designing Competition (ACM-2016)

Certificate of Honor - Core Team Member (05/2013)

Honor Certificate for the core team member, Case Epica 2013

Certificate of Honor - Event Coordinator (ICSSC 2017) (04/2017)

Honor Certificate for the core team member; Event Coordinator - ICSSC 2017

## HONOUR AWARDS

Promotion Award (12/2016)

Invictus Zone

- Promotion from an entry-level position to lead specialist for my department at Invictus Zone.

Promotion Award (11/2017)

Bit Squad

- Promotion from a Junior level IT Assistant to specialist at Bit Squad.

Promotion Award (10/2019)

Vertex Chemicals (Pvt.) Ltd.

- Promotion from a Associate MIS to Assistant Manager MIS for the department after Probation Period at Vertex Chemicals.