



INFORMATION

Address: H #68 Farooq-e-Azam
Street Opp: Sirdh Cha Gate Circular
Road Peshawar City Pakistan

Contact

Mobile
+92-91-334-9109009

Email
Sh334910@gmail.com

WhatsApp
+92-91-3349109009

Shahnawaz Ahmad

management informationspecialist

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member

Experience

IT IN-CHARGE (R-SHEEN FASHION PARADISE PAKISTAN)

2016- 2023

- **Duties & Responsibility**
- Handling of all System Networking,
- Efficient System Software,
- Maintenance of System Hardwar, Telephone Exchange,
- Repairing of Laser Printers, Thermal Printers, Configure Wifi Routers,
- Vehicle performance monitoring, Camera Watching & Repairing.

MANAGER AS GIFT CENTER IN KABUL AFGHANISTAN

2014 - 2016

- **Duties & Responsibility**
- Two Branches Management of Gift Center in Kabul Afghanistan.

DATA ENTRY OPERATOR (NADRA) PAKISTAN

2006 - 2007

Data Entry

- **Duties & Responsibility**
- Form receiving Information,
- Grievance handling and form scanning,
- Camera Man Capturing and standardizing the pictures and images,
- Thumbs Prints.

IT ADMINISTRATOR SKY PHARMACHY PAKISTAN

2012 - 2014

- **Duties & Responsibility**
- Handling of all SKY Pharmacy Branches,
- Ensuring data storage is safe and secure,
- Resolving all issues coworkers have with their IT Systems,
- Manage Databases, Provide User Support Software.

ATM'S NETWORKING

Duties & Responsibility

- All Branches of ABL Banks, UBL Banks.

Expertise

- MS Office (Word, Excel, Outlook, PowerPoint)
- Hardware Skills, (System Administration, Software Installation)
- Data Analysis,
- Teamwork & Cooperation
- Communication Skills
- Ability to learn quickly
- Time Management
- Internet Using
- Searching & Browsing

Language

- English
- Urdu
- Hindi
- Pushto

SCIENCE LABS IN-CHARGE IN (FRONTIER MODEL SCHOOL, WARSAK ROAD)

2007 - 2012

- **Duties & Responsibility**
- Computer Lab In-charge, Maintains, Repairing & Networking,
- Manage to Official Accounts etc.

COMPUTER HARDWARE ENGINEER (ATI & PAKISTAN DEGREE COLLEGE)

1998 – 1999

- **Duties & Responsibility**
- Repairing & Maintains of Computer Hardware, Windows etc.

FAX ENGINEER IN (PANASONIC OFFICE AUTOMATION GROUP)

1999 – 2001

- **Duties & Responsibility**
- Repairing & Maintains of FAX Machine,
- Photo state Machine.

COMPUTER HARDWARE ENGINEER (AL-IMRAN COMPUTERS)

2001 - 2006

- **Duties & Responsibility**
- Partnership & Composing Working.

EDUCATION

- **B.A (Arts) (2011)**
- University of Peshawar
- **F.A (Arts) (2005)**
- B.I.S.E Peshawar
- **Matric Science (1997)**
- St John High School

Extra Qualification

- Office Automation, In Page, From NIPPON Institute and Networking.

Personal

- **Father Name** : Haji Niaz Ahmad
- **Date of Birth** : 16-Feb-1980
- **Domicile** : Distt: Peshawar Pakistan
- **Nationality** : Pakistani
- **Religion** : Islam
- **N.I.C No** : 17301-1424232-5
- **Marital Status** : Married (1 Child)