



MUHAMMAD SHOAIB AHMAD

IT Assistant

OBJECTIVE

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization



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Gulberg NO 1 Ghani street
Peshawar Cantt

Language

- English
- Urdu
- Pashto

Expertise

- Management Skills
- Supplier Relationship Management
- Product Management
- Cash handling
- Inventory Management
- Leadership
- Record Keeping

Experience

IT Assistant

Toyota khyber motors Peshawar

June 2023 to till date

Managing networks operations to include troubleshooting & connectivity problems. Installation and maintenance of printers, scanners and projectors, managing configuration and troubleshooting of software and Hardware products. Processed the purchasing of IT related equipment. Installation & Maintenance of CCTV, which includes IP, PTZ, & analog Cams.

Sale & Purchase

Singrar Corner Peshawar

2019 - 2022

Sale & Purchase
Cash handling
Management of cosmetics related inventory

Customer Dealing

Imran Games Peshawar

2015 - 2017

Installation Software
Sale of hardware
Record Keeping
Cash handling
Bookkeeping

Education

Allama iqbal open University

Bachelor of Commerce
IN Process

BTS Peshawar

IT Diploma
2022

BISE Peshawar

FSC
2021

BISE Peshawar

Matric
2017

Skills Summary

Communication Skills
Creativities
Quick learning Abilities