MUHAMMAD AMJAD

Assistant Manager IT/ATM Manager/IT Administrator

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📍 Ras Al Khaimah, U.A.E

📅 25 December 1994
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CAREER OBJECTIVE

To obtain position that will enable me to utilize my professional skills as well as contribute to the organization's goals and which would provide opportunities for career achievement and personal growth.

CORE COMPETENCIES

- Administration .... Programming (C++, C#, JAVA, Java Script)

- Computer troubleshooting .... LANs and WANs

- Client Relationship Management .... Accounting Understanding

- Networking.. Management information system (MIS)

- Banking Operations... File Management Accounts

- Payable and Receivable .... Database Management (DBMS)

- ATM Hardware Parts Replacement .... Contract Negotiations

PROFESSIONAL EXPERIENCE

TATA TEXTILE MILL Muzaffargarh   April 2022 – June 2023
Assistant Manager IT/ IT officer

- Responsible for troubleshooting computer issues and providing technical support to company employees, clients and other system users
- Responsible for maintaining all systems on-site and remotely
- They work closely with and train Systems & Database Administrator
- Performs analytical, technical, and administrative work in the planning and installation of new and existing personal devices and workstations
- Diagnoses and resolves problems in response to customer reported incidents confers with end users to determine types of hardware
- Created reports using advanced data management and software skills.
- Assisted team with timely and accurate administrative work covering multiple remote sites.
- Achieved timeline and quality targets when organizing large volume of record

Wackenhut Pakistan Private limited
  ATM MANAGER

December 2018 – March 2022

- Responsible for the administration of the Bank's Automated Teller Machine (ATM) products, services and related systems by working closely with vendors, management, and regulatory authorities regarding ATM placement
- Managing the day-to-day activities of the team. Motivating the team to achieve organizational goals
- Responsible for overall strategy of the functionality of bank's ATM network
- Manages network relationships and oversees transaction routing.
- . Installation of ATM ad resolve software related is- sues
- Replacement of ATM Machine hardware Parts Install, maintain and repair electronic equipment Inspect and test electronic equipment and assemblies Diagnose and locate circuit, component and equipment faults Adjust, align, replace or repair electronic equipment and assemblies Complete work orders, test and maintenance reports Prepare cost estimates Read blueprints and drawings
- Recruited and hired qualified candidates to fill open positions
- Enhanced team member performance through use of strategic and tactical approaches, motivational coaching and training.
- Monitored staff performance and addressed issues.

Pk Pure Water
  Data Manager

January 2018 – November 2018

- Responsible for developing, overseeing, organizing, storing, and analyzing data and data systems
- Responsible for Financial Management of company
- Responsible for digitizing data for storage purposes
- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Made hardware, software and data storage improvements and evaluated system performance

INDUSTRIAL EXPOSURE LAST 5 YEARS

Banking	Security industry	Social and charitable institutions
Textiles	Hospitals	Non-Profit Organizations
Food and Pharmaceutical	Constructions and Real Estate	

📜 CERTIFICATES

Web Designing & Development
Punjab Board of Technical Education Lahore

Communication Skills Development Course
The Professional Academy of Commerce (PAC) Lahore

⚙ Projects

Receipt Management System   Dec 2018 - Feb 2019

Wackenhut Pakistan Pvt Limited

Tools: .NET framework using c#

Hospital Management System   December 2018-feb 2018

Final year Project

Tools: .NET framework using c#

⚙ TRAINING AND WORKSHOPS ATTENDED

- ◆ "Presentation & Communication Skills Course (PCSC)" recommended by Institute of Chartered Accountantsof Pakistan
- ◆ Attended a seminar on 3G, 4G at KFC Multan Organized by ZONG.
- ▪ Attended a seminar on Technology and Our Era at AFC Multan 2016

⚙ TECHNICAL PROFECIANCIES

Visual Studio   MS office (Word, PowerPoint, Excel) ● ● ● ● ●

🎓 PROFESSIONAL EDUCATION

Bahauddin Zakariya University   November 2013 – December 2017

Bachelor of Science in Information Technology (BS.IT 4 Year)   **3.55 CGPA**

Institute of Chartered Accountant of Pakistan   November 2011 –September 2013
C.A   AFC Level   **Pass**

Misali Zakariya Higher Secondary School, Muzaffargarh   January 2018 – November 2018
Fsc-Pre-Engineering   **72%**
Misali Zakariya Higher Secondary School, Muzaffargarh   January 2018 – November 2018
Matric Science   **84%**

🎸 INTERESTS

▪Cricket   ▪Traveling   ▪Networking

⚙ PERSONAL INFORMATION

- ◆ Place of Birth   Muzaffargarh, (Pakistan)
- ◆ Nationality: Pakistani
- ◆ Marital Status   Married
- ◆ Language: English and Urdu

- ▪ Visa   Freelance Visa