# Saad Jadoon

## IT Support Engineer

A dedicated and highly energetic person who thrives in pressure situation and can be counted on when the Going gets tough. Skilled in network administration, file servers and workstations and other related systems.

✉ Saadjadoon300@gmail.com

📍 Sharjah, United Arab Emirates

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in https://www.linkedin.com/in/saad-jadoon-9398a3b10a/

## EDUCATION

**BS- Computer Science**
COMSATS University Islamabad
*Sep-2014 - July-2018*,                          *Abbottabad*

**FSC**
Modern School System
*July-2012 - Aug-2014*,                          *Abbottabad*

**MATRIC**
Modern School System
*July-2009 - Aug-2011*,                          *Abbottabad*

## WORK EXPERIENCE

**TRANSPORT COORDINATOR**
Awan Gen. Transports LLC
*Nov-2022 - Present*,                          *Sharjah, United Arab Emirates*

*,Achievements/Tasks*

- Responsible for supporting the company's clients at all levels as part of a helpdesk team. Assigning and monitoring Clerical functions and organizing office operations & procedures and Communication. Maintaining vehicles information / drivers and all employees.

**FIELD COMPLIANCE OFFICER**
National Savings Organization
*Jul-2020 - Nov-2022*,                          *Attock ,Pakistan*

*Achievements/Tasks*

- Responsible for maintaining client KYC, AML/CFT, Risk assessment and cdd and maintain IT operations as well.

**IT Support Engineer**
National Savings Organization
*April-2020 - JUN-2021*,                          *Attock ,Pakistan*

*Achievements/Tasks*

- Responsible for Commercial technical support experience of servers and network infrastructure.

**UI/UX Designer**
Codematics
*Dec-2018 - Feb-2019*,                          *Abbottabad ,Pakistan*

*Achievements/Tasks*

- Making front end design, PSD, logos.

## SKILLS

UI/UX Design · CORE BUSINESS APP · Firewall · Switches · IT Operations · Network Support · Documenting proposal · Troubleshooting · AML/CFT KYC, CDD · IT SERVICE MANAGEMENT · Customer Support · TECHNICAL SUPPORT · LOGISTICS COORDINATION

## Driving License

Status
*No driving license*

## LANGUAGES

English Urdu
*Full Professional Proficiency*

## INTERESTS

Books Reading · Traveling