

SALMAN NASIR

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PROFESSIONAL EXPERIENCE

March 2013 – Present

English Boot House (Pvt.) Ltd
IT Manager

1. *Responsible for installing and maintaining computer hardware, software and networks.*
2. *Reports to the Senior Administrative Officer and manages and provides hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources. Providing these services in an effective and efficient manner will ensure maximum access to and implementation of technology services and resources.*
3. *Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP).*
4. *Develop and implement policies and procedures for electronic data processing and computer systems operations and development*
5. *Meet with managers to discuss system requirements, specifications, costs and timelines*
6. *Hire and manage information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information*
7. *Systems Control the computer systems budgets and expenditures.*
8. *Troubleshoot hardware, software and network operating system*
9. *Be familiar with all hardware and software*
10. *Be familiar with network operating system*
11. *Provide orientation to new users of existing technology*
12. *Train staff about potential uses of existing technology*
13. *Train staff about new and potential use*
14. *Provide individual training and support on request*
15. *Provide recommendations about accessing information and support*
16. *Maintain current and accurate inventory of technology hardware, software and resources*
17. *Fully Operating Crystal Reports, Creating & Editing Reports via Crystal Reports.*
18. *Maintaining Servers and their clients.*
19. *Fully Operating Microsoft Dynamics RMS 2.0*
20. *Fully Operating Microsoft SQL Server.*
21. *Fully Operating Microsoft Office.*
22. *Fully Operating Microsoft Exchange Server.*
23. *Troubleshoot all technology issues*
24. *Maintain log and/or list of required repairs and maintenance*
25. *Make recommendations about purchase of technology resources*
26. *Research current and potential resources and services*
27. *Provide network access to all staff.*
28. *Install work stations*
29. *Connect and set up hardware*
30. *Load all required software*
31. *Provide network accounts and passwords as required*

32. *Monitor security of all technology CCTV Camera's Installation & configure camera's for monitoring through internet and locally too.*
33. *Install and maintain Foolproof passwords*
34. *Input and maintain IP addresses*
35. *Advise staff of security breach and/or change in password or security status*
36. *Ensure installation of lock out programs*
37. *Identify and prepare hardware for disposal when appropriate*
38. *Ensure hardware is stripped and secured before disposal*

October 2010 – February 2013

WALKEAZE (Designer Shoes & Bags)

Manager (Head office) / IT Manager

1. *To work as a link between Admin and rest of the employees. To convey orders/messages of the Admin to the remaining staff very clearly and sincerely and the reservations/compulsions/gestures/messages/requests of the staff to the Admin.*
2. *To deal with all the visitors in absence of Admin.*
3. *To Assist Admin in conducting Interviews and in all kind of matters.*
4. *To arrange demonstrations in interviews of employees.*
5. *To keep a watchful eye on the routine as well as the norm of head office to report every violation or deviation to the Admin.*
6. *To attend all phone calls to trace their comments/complains/suggestions and try to solve their problems remotely/locally/telephonic.*
7. *Fully Operating Crystal Reports, Creating & Editing Reports via Crystal Reports.*
8. *Maintaining Servers and their clients.*
9. *Fully Operating Microsoft SQL Server.*
10. *Fully Operating Microsoft Office.*
11. *Computer Troubleshooting & Network Problems.*

October 2007 – September 2010

WALKEAZE (Designer Shoes & Bags)

Assistant IT Manager

1. *Fully Operating Crystal Reports, Creating & Editing Reports via Crystal Reports.*
2. *To Assist, IT Manager in Hardware & Software issues.*
3. *Fully Operating Microsoft SQL Server.*
4. *Installation & Operating Windows XP, Windows 7, Server 2003 & Server 2008.*
5. *Computer Troubleshooting & Networking.*
6. *Internet & E-Mails.*
7. *Fully Operating Microsoft Office.*
8. *RMS (Retail Management System) by Technosys.*
9. *Computer Troubleshooting & Network Problems.*
10. *Graphic Designing is also included in my Job.*

EDUCATION

Bachelor of Science (Computer Science)

ilma University, Formerly Institute of Business and Technology (BIZTECH)

D.A.E. (Textile Dyeing & Printing)

GOVT. Mono Technic Institute, Karachi

Matriculation (Science)

New Roomi Primary & Secondary School, Karachi

PERSONAL INFORMATION

<i>Father Name:</i>	<i>Muhammad Nasir</i>
<i>C.N.I.C.:</i>	<i>42201-7967267-5</i>
<i>Date of Birth:</i>	<i>03 – October – 1987</i>
<i>Place of Birth:</i>	<i>Karachi</i>
<i>Religion:</i>	<i>Islam</i>
<i>Nationality:</i>	<i>Pakistani</i>
<i>Marital Status:</i>	<i>Married</i>

REFERENCES

Will be furnished upon request.