



- Karachi, Pakistan
- +92.3232200543
- sherytajik@gmail.com
- <https://www.linkedin.com/in/sheryar-tajik-610b99b6/>

TRAINING & CERTIFICATONS

- Microsoft Office
British Zone, 2009
- A+ Certification
Professional Development Centre
NUST, 2016

SKILLS

- Communication
- Supply management
- Typing
- Editing and proofreading
- Multitasking
- Reporting skills
- Time management
- Inventory control
- Filing / Paper management
- Research skills
- Networking

COMPUTER PROFICIENCY

Hardware ●●●●●
Software ●●●●●

LANGUAGES

English ●●●●●
Urdu ●●●●●

PERSONAL INTERESTS

- Travelling
- Cricket
- Fishing

SHERYAR TAJIK

PROFILE • ABOUT ME

My objective is to maintain a career in Administration / Operations Department, where I can excel my skills and give my level best to the employer by suggesting suitable ideas and keeping all the things up to date related to the Administration Sector. Furthermore, i have proven ability to organize and accomplish a number of simultaneous projects within time constraints and i also have Extensive experience in planning and coordinating the entire department's administrative functions.

EDUCATION

Social Work, Political Science, Islamic History, Bachelor of Arts,

S.M Arts & Commerce College
University of Karachi – Division II
Karachi, Sindh

Completed
November 2019

WORK EXPERIENCE

DHA Suffa University

April 2019
- Current

Lab Assistant

Karachi, Sindh
Pakistan

Responsibilities,

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Overseeing the maintenance of office facilities, and equipment
- Submit timely reports and prepare presentations/proposals as assigned
- Maintain effective relations with faculty, students, and community, and other educational institutions and to interpret policies and programs accurately and constructively
- Implement a plan to supervise students attending courses during the day, in the evening or weekend, and at clinical internship dates
- Further secretarial tasks assigned by HoD and Faculty members.

Technical Responsibilities,

- Installation of Operating Systems, Hardware and Software
- Software installation according to the semester requirements
- Image deployment in systems according to their models
- Taking systems backups through Acronis Image Backup and Recovery
- Personal Assistance to instructors and professors during lectures
- Hardware troubleshooting of all brands models of systems
- Research & Development to make Computing lab up to date



PERSONAL INFORMATION

Birthday

20/11/1993

Gender

Male

Marital Status

Married

Father's Name

Riaz Ahmed Tajik

Nationality

Pakistan

Address

Kalri Ahmed Shah Bukhari Road

Shamshad Street Lyari

Karachi - 75660

Pakistan

CNIC Number

42301-9425146-3

Passport Number

AB7561461

Salsoft Technologies Pvt LTD

Data Entry Operator

karachi, Sindh

Pakistan

Responsibilities,

- Review data deficiencies or errors, correct incompatibilities if possible and check the output of the authorization document
- Enter data and fill in for the missing information through research and coordination from the concerned department
- Check the data for accuracy and sort it according to the source documents
- Apply Data Program Techniques and Procedures.
- Generate Reports, Store Completed Work in Designated Locations and Perform Backup Operations.
- Prepare the backup of all the data and information

RommY Communications

Hardware Technician

Karachi, Sindh

Pakistan

Responsibilities,

- Setting up hardware and installing and configure software and drivers
- clarifying customers' and clients' requirements and recommending the appropriate products
- Maintaining sales record and giving demonstrations

October 2018

- March 2019

April 2016

- January 2017