

# Sheikh Ayaz Ahmed

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## **OBJECTIVE:**

Pursuing a career in Information Technology to improve and enhance my potential to excel in the desired field of interest. Presentable and approachable with good communication skills, quick learner and adaptable, determine, and hard worker are some of the skills and qualities I have developed through my education and employment.

## **ACADEMIC QUALIFICATION:**

Intermediate in Commerce. ( I.COM)

## **TECHNICAL COMPETENCIES & SKILLS:** **COMPUTER & EDUCATION CERTIFICATES**

- Microsoft Office .
- Operating Windows XP/2000/7/8/10.
- Basic & Advanced Air Ticketing & Tariff Certificate  
(MPL institute of Airlines Technology)
- Oracle 9i

## **SOCIAL SKILLS AND COMPETENCIES:**

- Good presentation and communication skills.
- Significantly influential, empathetic and friendly.
- Able to concentrate on networking with outgoing personality.
- Very quick learner.

## **SUMMARY OF QUALIFICATIONS**

- Built, maintained, and repaired computer systems to improve speed, reliability, and efficiency of operation.
- Many years of experience with installing, maintaining, and troubleshooting communications and encryption systems ; a proven track record in identifying problems for third-party hardware and software vendors for a Many years of experience motivating and leading technical and operations teams, training and coaching for optimum results, prioritizing and scheduling, coordinating with vendors, identifying and achieving project goals, and reporting to senior staff and corporate managers.
- Software Installation



## **COMPUTER SKILLS**

Video Editing / Visualisation / Animation / Text Software / Web Designing / Audio

- Adobe Premier 6.5, Premier 2.0, Ulead GIF Animation, Ulead video Studio 7.0, Pinnacle Studio etc.
- Adobe Photoshop, Adobe Illustrator, Sketching Pro etc.
- Macromedia Flash MX, Adobe After Effect, Swish 2.0, Morphing etc.
- 3d Xara, Ulead Cool 3d, 3d Urdu Text, Flax etc.
- HTML, Macromedia Dreamweaver etc.

## **HARDWARE AND SOFTWARE**

- Installing Window 98, Window 2000, XP, Vista & Window 7, Creating partitions, Data Recovering & Bios Setting
- MS Office with MS Word, MS Power point, MS Excel, Window 98, 2000, Xp, Window Vista, Internet, Email & Browsing

## **WORK IN THE MARKET**

- Hardware Working, 2007-2008 Anglo Language And Computer Center
- Handling of all activities regarding syllabi, designing courses, training of students, 2008-2010

## **LANGUAGES:**

**Urdu** (Fluent proficiency)

**Baluchi** (Mother Tongue )

**English** (Fluent proficiency)

## **PERSONAL DETAIL:**

**Full Name:** Sheikh Ayaz Ahmed s/o Sheikh Abdul Ghani

**Place of Birth:** Karachi

**CNIC:** 42000-0421139-5

**Nationality:** Pakistani