

MUHAMMAD NADEEM

House #:180”Y”Area korangi No 1.1/2 Karachi.31

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OBJECTIVE:

To achieve a challenging Position in a company, using abilities developed .through my experience and work, with the opportunity for professional growth based on performance.

WORKING EXPERIENCE:

➤ HABIB UNIVERSITY

From 3 years Currently working in “**Habib University**” as "**Control Room Officer**" in Safety & Security Department with following responsibilities:-.

- ✓ To get maintain overall equipment of Security (**Access control System Intruders, Biometric, and other access control devices**), Fire & Safety Equipment (**Fire Extinguishers, Fire Cabinets, Fire hose reels, Fire Hydrant, Smoke Detectors, Heat detectors etc.**) and CCTV equipment (**different types of CCTV Cameras, NVRs and different type of CCTV related connectivity devices**) by under command maintenance staff.
- ✓ To Monitoring and Logging of Fire Panel on daily-basis.
- ✓ To arrange Fire & Safety Drills (**on Bomb Threats, Fire Drill, Rescue Drill, First Aid Drill and other fire & safety related Drills**) Quarterly as per given schedule and make coordination with different departments.
- ✓ Report to Manager Safety & Security on daily-basis of daily accuracies.
- ✓ Ensuring Safety & security of the said premises.
- ✓ To put-up ‘Daily Progress Report’ (Log Books) regularly to the Manager Safety & Security for perusal/signature & final actions.
- ✓ Checking recording as per received queries on daily basis & report "**findings**" in the shift log Ensure recording/ monitoring/ saving data backup on daily-basis as per the given criteria.
- ✓ During Handing/Taking over of duties, complete information regarding state of Safety & Security (CCTV) equipment and incidents.
- ✓ In case of Bomb threat or fire emergency. Get the immediate security & safety measures, secure the premises and inform concerned authorities as well as the management of University as per given standard.

➤ **EVER FOOD INDUSTRIES**

06 Months Experience of finance Depart as an Assistant Account

➤ **VITAL TECH INTERNATIONAL**

5 years' experience in

“VITAL TECH INTERNATIONAL” as TECHNICIAN & IT coordinator

EXPERTIES

- Complete Technical support provide to client
- Complete Trouble shooting of CCTV System & system support
- Complete configuration and installation of NVR, DVRs
- Complete Installation of IP cameras.
- Network back bone designing for CCTV Systems
- Managing of CCTV Monitoring Control room

WORKING ON CCTV BRANDS:-

- SAMSUNG TECHWIN
- AVENTURA
- SPELL FUJIYA
- UK proline
- DAHUA
- HONEYWELL

SEMSUNG ACCESS

VITAL ACCESS

KIECO ACCESS

ACADEMIC QUALIFICATION:

- **Bachelor of commerce** from University of Karachi Pakistan
- **Intermediate** (commerce) from Board of Higher Secondary Education Karachi
- **Matriculation** (science) from Board Secondary Education Karachi.

RESPONSIBILITIES:

- Making Sales Invoice & Sales Repot.
- Maintain Account Receivable, payable & Parties Ledger.
- Maintain Sales Invoices & Sakes Report.
- Maintain All Kinds of Customer Files

ADDITIONAL QUALIFICATION:

- 🖥 **Ms Office (Ms word, Ms Excel, Ms PowerPoint)**
- 🖥 **A+ Hardware** From CTTC Institute
- 🖥 **Network +** From CTTC Institute
- 🖥 **Cisco Certified Network Administrator (C.C.N.A)** In progress From CTTC Institute
- 🖥 **Internet & Browsing**

EXTRA WORKED:

05 Years Experience of Repairing A/c **Air Condition, split unit**
From A TO Z Cool Services center

PERSONAL DATA:

Father's Name	:	Ghulam Murtuza Qureshi
Date of Birth	:	26th May 1986
CNIC No.	:	42201-9045644-9
Domicile/PRC	:	Sindh (Karachi) Pakistan
Marital Status	:	Married
Religion	:	Islam
Nationality	:	Pakistani

REFERENCE:

Further details will be furnished upon request