



Zubair Nasir

I.T. Head | Consultant



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meetzubairkhan

PROFILE SUMMARY

"I.T. consultant with 12+ years of professional experience both in Industry as Manager and in Educational Institutes as Trainer / Lecturer. As Freelancer have been complete many international and national projects in the field of print and electronic media. Expert and highly familiar with a wide variety of data backup implementation flow and system installation, configuration, maintenance and variety of operating system & application software. Possess MS Degree in Information Technology with key focus on Information Security Assurance."



EDUCATION

2014-2016

MPHIL – I. T.

3.4 CGPA

Lahore Leads University

Information Security Assurance

2008-2012

BS – COMPUTER SCIENCE

2nd Division

Allama Iqbal Open University

E-Commerce

2004-2006

INTERMEDIATE IN

COMPUTER SCIENCE - ICS

2nd Division

BISE Lahore

Physics, Math, Computer

2002-2003

MATRICULATION

2nd Division

BISE Lahore

**Biology, Physics, Math,
Chemistry**



WORK EXPERIENCE

HEAD OF I.T DEPARTMENT

Upple Hadid (Pvt.) Ltd.

FEB-2020

Present

Upple Hadid is a leading and fastest-growing company specialized in metal construction works, especially in delivering turnkey solutions in PEBs, Sandwich Panels (ESP, PU, PIR), and Light Gauge Steel Structures.

- ▶ Leading efforts to improve IT processes;
- ▶ Directing the effective delivery of networks, development, and disaster recovery systems and processes;
- ▶ Developing and implementing IT policy and best practice guides for the organization;
- ▶ Ensure smooth delivery and operation of IT services by monitoring systems performance;

VISITING LECTURER

University of Education - LMC

FEB-2019

APR-2021

The University of Education was established in 2002 as the highest seat of learning in teacher education with clear goals and objectives of producing quality teachers of international standards.

- ▶ To teach at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department;
- ▶ To participate in the development, administration and marking of exams and other assessments;
- ▶ Ensure efficient and effective delivery of teaching programmes in accordance with the college strategy, policy, and procedures;
- ▶ Assess and record students' progress and provide grades and feedback;



TECHNICAL SKILLS

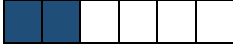
I.T Infrastructure Deployment

- ▶ OS / Software Installation 
- ▶ Hardware Troubleshooting / Configuration 
- ▶ Networking 
- ▶ Server(s) Management 
- ▶ Data Backup Policies / Management 
- ▶ CCTV Network 

Office Management

- ▶ MS Word 
- ▶ MS Excel 
- ▶ MS Power Point 
- ▶ MS Outlook 

DIGITAL MARKETING

- ▶ Search Engine Optimization 
- ▶ Social Media Marketing 

GRAPHIC DESIGNING

- ▶ Corel Draw 
- ▶ Adobe Photo Shop 
- ▶ Adobe Illustrator 
- ▶ Inpage 



WORK EXPERIENCE – Continue

I.T PROJECT MANAGER

Mott Macdonald Pakistan (Pvt.) Ltd.

OCT - 2017

SEP - 2018

Mott MacDonald in Pakistan has been internationally recognized through projects such as the Ghazi Barotha Hydropower project which won the Energy Institute International Platinum Award and the Sukkur Barrage project which brought us the British Construction Industry Award.

- ▶ Responsible for I.T. System Administering;
- ▶ Responsible for network performance utilization, security monitoring and server maintenance;
- ▶ Authorize user, Manages, installs, maintains, and update system hardware and software applications;

I.T MANAGER

Better Communication System (Pvt.) Ltd.

SEP-2013

JUN-2016

As an experienced IT solution provider, offer a comprehensive range of IT services tailored to help organizations harness the power of information technology. Team of experts is equipped with deep industry knowledge and technical expertise.

- ▶ Responsible for maintaining all systems on-site and remotely;
- ▶ Installing, Configuring, and maintaining the computer systems;
- ▶ Controlling and Handling the Technological matters;
- ▶ Creates and Maintains documentation.

COMPUTER EXPERT

Tech Innovation

JAN-2011

AUG-2013

An independent IT Consultant and service provider firm based in Lahore offering services for the last 12 years. Specialize in providing sales, repair and troubleshooting services in a cost effective manner.

- ▶ Install, upgrade and support hardware and software on PC workstations and servers;
- ▶ Install and support Windows operating systems, software, multiple versions and other off-the-shelf;
- ▶ Troubleshoot and correct user operational problems and/or system problems;
- ▶ HARDWARE Installation, Integration, Troubleshooting and Support;

COMPUTER HARDWARE ENGINEER

Baig Electronics & Security System

AUG-2007

AUG-2010

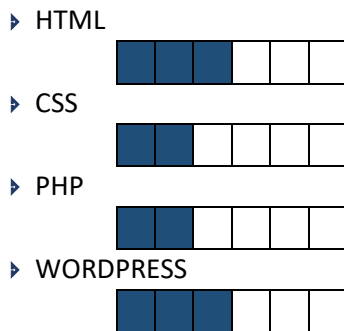
Baig Electronics & Security System is the leading Security Camera Installation firm in Lahore Pakistan specialize in a wide range of security systems and solutions for Home Security Cameras and Commercial Security Cameras.

- ▶ Diagnose and Configure the systems problem;
- ▶ Monitor Networks for Security Threats or Unauthorized Users;
- ▶ Analyze security risks and develop response procedures;
- ▶ Configuring & Testing software deployment tools, firewalls and intrusion detection systems;

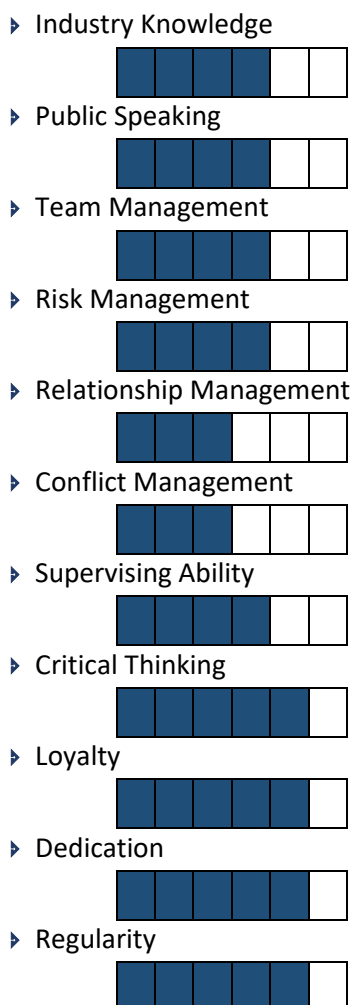


TECHNICAL SKILLS

WEB DESIGNING & DEVELOPMENT



INTERPERSONAL SKILLS



WORK EXPERIENCE – Continue

COMPUTER HARDWARE ENGINEER

Al-Hajvary Computers

MAY-2003

AUG-2007

Al-Hajvary Computers Importer & whole seller of Computer and Laptops. Our mission is to break the barriers between people and technology by offering innovative and leading technology products, empowering people to achieve their goals.

- ▶ Dealing with Customers/Clients;
- ▶ Diagnose and configure the system problems;
- ▶ Installing Operating System, Software and Configure system drivers;
- ▶ Provide daily as well as weakly report;



TRAINING & DEVELOPMENT EXPERIENCE

VISITING LECTURER

Pak Indus Institute-GCUF

BS CS/IT, ADP

OCT-2019

MAR-2020

Key Responsibilities:

- ▶ Preparing and delivering regular lectures for students;
- ▶ Setting and grading assignments, tests, and exams;
- ▶ Guiding class discussions, whilst encouraging debate and feedback amongst students.

VISITING LECTURER

Global Computer College

Intermediate, BS CS/IT

SEP-2017

FEB-2018

Key Responsibilities:

- ▶ Maintains quality service by establishing and enforcing organization standards;
- ▶ Instruct through new materials and review student performance & learning;

TRAINER

University Of Engineering (UET)

Creative Designing

21-DEC-2016

Key Responsibilities:

- ▶ Well verse the students with designing techniques;
- ▶ Hands on selective designing tools;

TRAINER

LSM – University Of Lahore

Office Management and Graphic & Web Designing

JUL-2016

SEP-2016

Key Responsibilities:

- ▶ Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed;
- ▶ Use known education principles and stay up-to-date on new training methods and techniques;



Social Profile



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KNOW MORE



SOCIAL EXPERIENCE

GENERAL SECRETARY / C.O.O

Massive Grooming System

JAN-2013

Present

Massive Grooming System is Registered, Non-Profit, Non-Government Organization, providing free services on more than 10 projects including Education, Character Building, Arts, Technical and Vocational training, Human Rights, Legal Consultancy and Assistance, etc., to the under privileged regardless of their age, gender or creed.

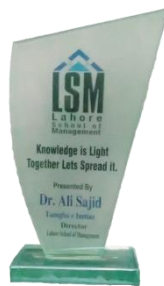
- ▶ Be responsible for supervision of day-to-day activities of the association;
- ▶ Appoint and dismiss the executive officer of the association subjected to the approval of executive council;
- ▶ Supervise the appointment and dismissal of other paid staff of the association;
- ▶ Prepare the agenda of meetings and to circulate;



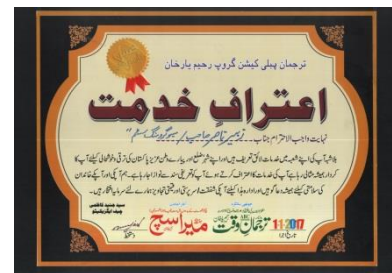
AWARDS / APPRECIATIONS



Creative Designer
University of Engineer &
Technology (UET)



**Community Development by Skill
Enhancement**
LSM – University of Lahore



Aitraaf – e – Khidmat
Tarjuman Group of Publication