



# ZEESHAN RAZA

IT Support / ADMIN



055 850 2032



United Arab Emirates



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## ACHIEVEMENTS

- Employee of the month
- Highest attendance award
- Accomplish yearly targets
- Working online as a freelancer awarded with a level 2 seller.

## SKILLS

- MS Office/word
- Adobe Acrobat
- Graphic Design
- Communication
- Creativity
- Time Management
- Customer Service
- Team Work
- Decision Making
- Multi-tasking
- Problem Solving

## CERTIFICATION

- Office Management
- Graphic Designing
- Virtual Assistant
- Freelancing

## LANGUAGE

- English
- Urdu
- Punjabi

## ABOUT ME

Seeking a good position in an organization where I can utilize my creativity, skills, communication and passion for branding to help organization achieve their business goals. As an IT Graduate, I am eager to pursue my passion for publicity and marketing.. I am looking for opportunities that would not only provide me a platform to prove my potentials, but would also contribute to my professional development through extensive learning & rigorous training.

## EDUCATION

- **UNIVERSITY OF THE PUNJAB** *BSIT | 2015 - 2019*  
I have done my Graduation in INFORMATION TECHNOLOGY from UNIVERSITY OF THE PUNJAB in 2019.
- **DEGREE COLLEGE SKP** *FSC-PRE ENG.| 2012 - 2015*  
Studied FSC-Pre Engineering from GOVT Post graduate College Sheikhpura in 2012.
- **GOVT. HIGH SCHOOL** *METRIC | 2010- 2012*  
Studied Metric with Computer Science in 2010 from GOVT high School Gujranwala.

## EXPERIENCE

2018 - 2019

### IT ADMIN | ACADEMY

- Worked as an admin in Amir Academy as a part time.
- Keeping record of all the staff and students.
- Maintain record on the daily bases.
- Maintain and train the students of computer.

2019 - 2020

### ADMIN ASSISTANT / IT | CHANAR AGRO

- To deal with basic administrative duties.
- Maintain record on daily basis.
- To answer incoming calls.
- To deliver and goods and other items to and from clients.
- Make reports and provide to the manager on daily basis.

2020 - 2022

### IT SUPPORT SPECIALIST| SR WEBX.

- Provide organizations with IT support to optimize operational efficiency.
- resolving technical issues and improving IT systems.
- Providing IT assistance to staff and customers.
- Managing Company's website and update o all social media platforms.
- Find Jobs Create, add and modify user accounts.
- Assist users over the phone, in-person, and remotely using multiple platforms.