

# Saad Jadoon

## IT Support Engineer

A dedicated and highly energetic person who thrives in pressure situation and can be counted on when the Going gets though. Skilled in network administration, file servers and workstations and other related systems.



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📍 Sharjah, United Arab Emirates

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## EDUCATION

### BS- Computer Science

COMSATS University Islamabad

Sep-2014 - July-2018,

Abbottabad

### FSC

Modern School System

July-2012 - Aug-2014,

Abbottabad

### MATRIC

Modern School System

July-2009 - Aug-2011,

Abbottabad

## WORK EXPERIENCE

### ADMINISTRATIVE ENGINEER

Awan General Transports

Nov-2022 - Present,

Sharjah, United Arab Emirates

*Achievements/Tasks*

- Responsible for supporting the company's SME clients at all levels as part of a helpdesk team. Assigning and monitoring Clerical functions and organizing office operations & procedures and Communication.

### FIELD COMPLIANCE OFFICER

National Savings Organization

Jul-2020 - Nov-2022,

Attock ,Pakistan

*Achievements/Tasks*

- Responsible for maintaining client KYC, AML/CFT, Risk assessment and cdd and maintain IT operations as well.

### IT Support Engineer

National Savings Organization

April-2020 - JUN-2021,

Attock ,Pakistan

*Achievements/Tasks*

- Responsible for Commercial technical support experience of servers and network infrastructure.

### UI/UX Designer

Codematics

Dec-2018 - Feb-2019,

Abbottabad ,Pakistan

*Achievements/Tasks*

- Making front end design, PSD, logos.

## SKILLS

UI/UX Design

CORE BUSINESS APP

Firewall

Switches

IT Operations

Network Support

Documenting proposal

Troubleshooting

AML/CFT KYC, CDD

ADMINISTRATIVE ENGINEER

Customer Support

## Driving License

Status

No driving license

## LANGUAGES

English Urdu

Full Professional Proficiency

## INTERESTS

Books Reading

Designing

Painting

Outdoor games