

Salman Syed



CONTACT

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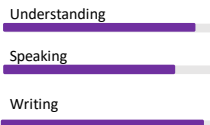


PROFILE

- Proven and effective communication skills.
- Leadership abilities to lead and manage staff.
- Able to quickly and properly manage underpressure conditions.
- Highly organized, which allows me to keep appointments, records, and accounts details inorder.

LANGUAGE

English



Urdu/Hindi



Experience:

Computer Operator *at Naimat Corporation Mingora Swat*

Feb 22 - July 2023

- ❖ Monitored and maintained computer systems, including hardware and Software, to ensure optimal performance and minimal downtime.
- ❖ Conducted routine system backups and software updates, resulting in a 20% reduction in system failures.
- ❖ Developed and maintained data entry guidelines and best practices for the department, improving overall data quality and efficiency.
- ❖ Also have foundational understanding of accounting principles.

Teacher at AFAQ Public School Rahim Abad Swat

Dec2020- Jan 2022

- ❖ Developed and delivered comprehensive lesson plans for English classes, effectively improving students' reading and writing skills.
- ❖ Mentored and advised a group of 30 students, providing guidance on academic and personal development.

EDUCATION:

In Progress

BS Social Work
University of Malakand KPK Pakistan

2022

F.Sc. (Pre-Engineering) / Equivalency 11th /12th grade
Govt. Post Graduate Jahanzeb Collage

2020

Matriculation (S.S.C) / Equivalency 9th /10th grade
Hira School and college Balogram

PROFESSIONAL SKILLS:

- ❖ MS Excel
- ❖ MS Word
- ❖ MS Power Point
- ❖ MS Outlook
- ❖ Corel Draw
- ❖ Data Entry
- ❖ Online Business Management
- ❖ Student Assessment and Evaluation

PERSONAL SKILLS:

- Creativity
- Organization
- Team Works
- Social Interaction
- Training
- Leadership