

Curriculum Vitae

Shaikh M. Asif Kasim

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QUALIFICATION

- **MBA – Management Information Systems in 2013**
From Khadim Ali Shah Bukhari Institute of Technology (KASBIT), Karachi.

WORK EXPERIENCE

- **Manager Management Information System & Quality Assurance**
18 Years' Experience with Terra-Marine Agencies (Pvt) Ltd., Karachi, Pakistan.

Job Responsibilities:

- Responsible for installations, operations and maintenance of all IT system.
- Assess the computerization needs, systems specifications, arrange development and installation of proposed applications.
- Provide technical support and troubleshooting assistance to end-users via phone, email, or in person.
- Diagnose and resolve hardware, software, and network issues in a timely manner.
- Set up and support user accounts, email accounts, and access permissions.
- Monitor IT systems and infrastructure for performance, security, and reliability.
- Collaborate with all key stakeholders to implement solutions and best practices.
- Provide guidance and training to users on IT-related topics, tools, and procedures.
- Maintain inventory of all IT assets and manage software licensing.
- Arrange in-house Video Conferencing sessions with clients and principals.
- Perform Quality Assurance Audit activities in order to ensure that the company systems comply with ISO 9001-2015, ISO 14001-2015 and ISO 45001-2018 Standards.
- Responsible to coordinate with Securities and Exchange Commission of Pakistan (SECP) for submission of Companies' Annual Returns.

PERSONAL DETAILS

Father Name	:	Shaikh M. Kasim
Nationality	:	Pakistani
Date of Birth	:	September 17, 1974
Marital Status	:	Married
Religion	:	Islam
Languages	:	English, Urdu, Hindi