

# 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, Pakistan.

## WORK EXPERIENCE:

- **Manager Management Information System & Quality Assurance**  
More than 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 perform most of the HRM functions.
  - Responsible to coordinate with Securities and Exchange Commission of Pakistan (SECP) for submission of Companies' Annual Returns.

## SKILLS:

- Problem solving
- Team management
- Troubleshooting
- Communication
- Leadership
- Decision-making

## ABOUT ME:

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**Father Name** : Shaikh M. Kasim  
**Nationality** : Pakistani  
**Date of Birth** : September 17, 1974  
**Religion** : Islam  
**Marital Status** : Married  
**Languages** : English, Urdu, Hindi  
**CNIC No** : 42101-1792753-5  
**Passport Number** : AG4857533  
**Passport Valid till** : 08 January 2029  
**UAE Visa Validity** : 29, September 2024