

Shaikh M. Asif Kasim

E-mail: AsifKasim@outlook.com

Cell / WhatsApp: +971 50 861 5586, +92336 2586780

Apartment No.102, First Floor, Block A, ABC Building
Al Nud, Al Qasimiya, Sharjah, UAE.



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**
Worked with **Terra-Marine Agencies (Pvt) Ltd.**, Karachi, Pakistan from July 2005 to July 2024.
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 for Microsoft Office, E-mail communication, Scanning and Printing matters by phone, in person or remotely.
 - 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.
 - Keep in contact with vendors / suppliers for evaluation of new computer and communication technologies.
 - Maintain vendors / suppliers relations, their evaluation and performance monitoring.
 - 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 for most of the Admin & HRM functions like Training Management, Career Development, Performance Management, Maintaining Employees Records, Compliance with Labor laws and Create a safe and healthy work environment, etc.
 - 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:

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 Validity : 08 January 2029
UAE Visa Validity : 29 September 2024

REFERENCES:

Capt. Syed Muhammad Rizwan
Executive Director
Terra-Marine Agencies (Pvt) Ltd., Karachi, Pakistan.
rizwan@terra-marine.com
+92 335 3450509

Mr. Syed Ibne Hasan
General Manager
Palaemon Marine Services (Pvt) Ltd., Karachi, Pakistan.
syed.i.hasan@palaemon-marine.com
+92 345 8253556