

# ZAIN UL ABIDEEN FAROOQI



**Cell:** 0562535461,  
0525064674

**Email:** [Zainfarooqi547@gmail.com](mailto:Zainfarooqi547@gmail.com)

**Location:** Muroor 31 street villa no 26 Abu Dhabi

## Overview & Objective:

- . I have started my career as an R&D officer and then move to
- Merchandising and Production department. I am involves in Production planning activities
- Knowledge about Planning and management.

## Job Responsibilities:

- Carrying out activities from development to finished goods.
- Taking care of Job Orders execution as per buyer's requirements.
- Conduct the Final Random Inspection (FRI) after internal QA of each shipment before dispatch and Submit the report to Directors and CEO.
- Follow up in Material Procurement
- Communication with production peoples to make clear the product
- Making material requirements planning(MRP)
- Making documents sheet and Packing list
- Make Barcode Sticker

## COMPUTER SKILLS:

- ❖ Microsoft Certified System Engineering( MCSE )
- ❖ MS Office

## SPECIALIZED IN:

- Configuration and Management of Virtual LANS.
- Planning, Installation and Maintenance of Local Area Networks including physical layout of all types of cables like UTP, coaxial cables, and fast Ethernet Switches, Hubs and Routers etc.
- Configured and managed Active Directory, including user and group management, and Group policy objects.
- Computer Hardware Assembling, Installation & Troubleshooting.
- Configured hard/soft quotes to limit user / volume storage
- Installation & Troubleshooting of Computer Software.
- Installation & Troubleshooting of card printer like Fargo and Zebra card printers. .

- Troubleshooted and resolved technical issues related to window server.
- Backup and recovery: knowledge of windows server backup and other backup tools and restore data from backup
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong skills in document creation, spreadsheet analysis, and presentation design

## Education:

### ❖ Matric Gujranwala Board

2018-2020

### ❖ Intermediate Gujranwala Board

2020-2022

### ❖ BSC( Computer, Double Math) **Gujrat University**

2022-2024

## Personal Particular:

- Date of Birth: 10th October 2003
- Languages: Fluent in Urdu , English and elementary Arabic
- Nationality: Pakistan