

Tariq Shah

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PROFILE:

A highly motivated individual good at managing computer resources efficiently to provide maximum IT availability. Experience of working closely with data entry operators, help desk staff and other IT professionals. On a personal level I am able to think clearly and logically, works hard to keep my technology skills up-to-date and is decisive able to make split second decision.

I am committed to facing fresh challenges and to pursuing my future career goals.

PROFESSIONAL EXPERIENCE

WebPro Services (Pvt.) Ltd - Leading Organization in IT Industry.

Data Entry Operator, June, 2020 to July, 2022

- ♦ Hands-on experience on management information system-MIS for daily, weekly and monthly reports
- ♦ Transfer data from paper formats into database systems.
- ♦ Verify data by comparing it to source documents.
- ♦ Update existing data and produce reports.
- ♦ Perform regular backups to ensure data preservation.
- ♦ Sort, organize and store paperwork after entering data.

Designshow Marketing - A BRANDING CO.

WordPress Developer, June 2021 to Present

I joined Designshow Marketing Company remotely in June 2021 as a WordPress Developer.

- ♦ Designshow Marketing is a US based minority, female, veteran-owned brand communications and marketing agency specializing in positioning businesses, connecting them with resources, and engaging underserved communities where their innovation is most needed.
- ♦ Developed more than 20 business websites for the company.
- ♦ Update and maintain websites on daily or weekly basis.
- ♦ Fix bugs and errors in sites.

ForeMedia Group PLC

WordPress Developer, May 2020 to Present

I joined ForeMedia Group PLC remotely in May 2020 as a WordPress Developer.

- ♦ ForeMedia Group PLC is an Afrocentric, international company specializing in entertainment and new media services and products, which include content distribution and marketing, video streaming and marketplace
- ♦ Developed more than 25 websites of different niches for the company.
- ♦ Upload news/articles/posts on daily basis.

EDUCATION

B.S (Computer Science) - 2020

Abdul Wali Khan University Mardan KPK, Pakistan

F.Sc (Pre Engineering) - 2016

Board of Intermediate & Secondary Education, Mardan KPK, Pakistan

S.S.C - 2014

Federal Board of Intermediate & Secondary Education, Islamabad KPK, Pakistan

CERTIFICATIONS

Diploma in Information Technology - 2018

KP Board of Technical Education, Peshawar KPK, Pakistan

Diploma in Computing - 2015

IT Trainer Institute, Mardan KPK, Pakistan

PROFESSIONAL TRAININGS

- ◆ One week training on Cloud Computing (Amazon Web Services) including EC2 Instances, S3 Buckets, Databases, IAM, Computing Template, and many other things related to Cloud, under the banner of KPIT Board at University of Engineering & Technology Mardan, Pakistan.
- ◆ Three months regular classes on Safety and Health (Institute of Occupational Safety & Health).

LANGUAGES & SKILLS

Skills:

- ◆ MS Office (MS Word, MS Excel, MS PowerPoint, MS Access)
- ◆ Ability to manage and perform data processing functions;
- ◆ Committed to own continuous personal improvement and determined to keep up with the latest IT development,
- ◆ Inventory Management
- ◆ Customer/Employee Relations
- ◆ WordPress Development
- ◆ Teambuilding/Training/Supervision
- ◆ Good Communication Skills

Languages:

- ◆ English
- ◆ Urdu
- ◆ Pashto