



SADEED AHMAD

IT Expert | Network Administrator |
Technical Support | System Maintenance



+923078417617



sadeedahmad003@gmail.com



Okara, Punjab, Pakistan



linkedin.com/in/sadeedahmad003/

About Me

I am a motivated IT professional with a Bachelor's in Computer Science and hands-on experience in system support, networking, and troubleshooting. I excel in ensuring smooth IT operations and delivering reliable technical solutions. As a quick learner and team player, I am committed to high-quality work and continually developing my skills

Skills

- Microsoft Office
- System Maintenance
- Computer and Internet Skills
- Technical Support
- Hardware and Software Maintenance
- Researching online
- Troubleshooting
- Data Management
- Data Entry

languages

English



Urdu



Punjabi



Experience

IT Expert

02 Sep 2024 - Continue

IT Department, DHQ Hospital Pakpattan

As an IT Expert at DHQ Hospital, I have gained a range of valuable skills and experiences. Here are the benefits of the skills I develop:

- System Management and Maintenance
- Network Administration
- Software and OS Management
- Technical Support and Communication
- Data Security and Backup Management
- Time Management
- Problem-Solving and Decision-Making
- Integrity and Responsibility

Venue Staff | Invigilator

31 Mar 2024 -31 Mar 2025

British Council

As an exam invigilator for British Council exams, I gain a range of valuable skills and experiences. Here are benefits of the skills I develop:

- Leadership Qualities
- Crowd Handling
- Attention to Detail
- Time Management
- Problem-Solving Skills
- Communication Skills
- Stress Management
- Integrity and Confidentiality
- Organizational Skills

IT Expert

07 Nov 2022 - 1 Feb 2024

IT & HR Department DHQ, Pakpattan

Key Roles:

Supported IT operations at DHQ Pakpattan by providing timely technical support, maintaining computer systems and networks, managing data entry and reports, and collaborating with IT and HR teams to ensure compliance and accurate records.

Certification

By Google

System Administration and IT Infrastructure Services

By Google

Technical Support Fundamentals

By Microsoft

Microsoft Azure AI Fundamentals

By Global Learning & Development Team British Council

Introduction to School Exams Invigilation

By Global Learning & Development Team British Council

Child Protection Awareness

By Global Learning & Development Team British Council

Introduction to Exams Invigilation

Digital Skills

- Digital Content Creation
- Word Processing
- Spreadsheets
- Digital Communication
- Social Media
- Digital Marketing
- HTML
- Bootstrap
- VS Code
- Graphic Design
- Social Media Marketing

Computer Operator

04 Jan 2021 - 1 Feb 2022

IT & HR Department DHQ, Pakpattan

As a Computer Operator, I supported IT operations by providing technical support, troubleshooting issues, managing data entry and reporting, and ensuring smooth system maintenance. My contributions enhanced the efficiency and reliability of the hospital's IT infrastructure.

Digital Marketing Manager

2021 to Continue

Fiverr

My services include video marketing, SEO, YouTube marketing, web design and development, content marketing, article writing, ebooks, and video content creation, with a strong focus on search engine optimization (SEO).

Education

Bachelor of Science in Computer Science (BSCS)

2020 - 2024

The University of Okara

Major Subjects : Computer Science



Final Year Project: CourseCraft (Website Platform)

An online education marketplace for Computer Science students and professionals, connecting learners and educators.

Tools: Canva (logo/theme design), VS Code (HTML, CSS, JavaScript, Bootstrap).

Purpose: A user-friendly platform to sell courses, enable easy browsing, secure payments, and course delivery via Zoom and WhatsApp.

Significance: Provides an efficient, transformative solution for online course selling and tutoring.

Intermediate of Computer Science (ICS)

2018 - 2020

Punjab College Okara

Major Subjects : Physics, Math, Computer

Matriculation

2016 - 2018

DPS School Okara

Major Subjects : Physics, Chemistry, Computer

Courses

Certificate in Information Technology (CIT)

7 Mar 2022 - 6 Sep 2022

NAVTC CIT Course