

# UMER SIDDIQUE

## OBJECTIVE:

To attain divergent identity in the corporate world by using my technical expertise and leadership qualities, further sharpening my skills through incessant learning as well as to utilize my optimum efficiency with professional approach and proving my worth to the organization.

## Work Experience:

- MegaPlus- since July-2023  
1 Year Working experience as Senior IT Coordinator Jaffer Business System in HBLMFB (Formaly FMFB Bank) Project. August 2021- Sep- 2022
- 5.5 Year working experience as IT Store In-charge and Technical Officer (Hardware and Software) in Jaffer Business Systems (Pvt.) Ltd based in CMPAK ZONG. June-2015- Jan-2021
  - 1 Year working experience as Accountant and Technical Officer in Jade Pvt Ltd. June-2014- May-2015

## Work Experience:

- Successfully managed IT Equipment Inventory.
- Good knowledge of MS Office.
- Expertly handled customers call and resolved their issues.
- Expertly handled Laptops Hardware/Software resolved their technical issues.
- Excellent in maintaining the documents of related system.

## Professional Strength:

- Knowledge of Laptop issues.
- Good knowledge of Online record management (IMS)
- Forms management.
- Team Co-ordination.
- Strategic planning.
- Presentation and solution skills.
- Knowledge of Stock forecast.
- Comprehensive understanding of industry and regulatory laws and regulations.
- Risk management and evaluation.
- Debt management.

## Academic Qualification:

B.Com (Commerce)	2009
I.Com (Commerce)	2007
Metric (Science)	2005

## Key skills

### PERSONAL SKILLS:

- Good communication skills
- Good ability to work as a team member
- Proficient in problem solving
- Good picking power
- Ready to take challenges
- Have faith in work

### ADDITIONAL PROFESSIONAL ABILITIES

- ERP Know How
- Customer satisfaction
- Inventory reporting
- Laptop Hardware solutions
- Outlook troubleshooting
- User's Forms
- Solution implementation
- Portfolio management
- Laptop Software's solutions
- Deal with Vendors
- Report writing
- Decision making
- Inventory forecasting
- Technical solution provision
- Assets verification
- Online Record maintain(IMS)

### MANAGERIAL ABILITIES

- Managing test teams.
- Strong influencing and Communication skills.
- Having a flexible attitude and positive approach.
- Ability to lead offshore testing teams.
- Experience of client facing roles.
- Constantly maintaining high levels of accuracy.
- Ability to quickly learn applications with minimal documentation
- An understanding & appreciation of the full development life cycle & how management relates to it.
- Can translate technical terminologies into clear and comprehensive scenarios.
- Training new team members.

### REFERENCES

Available on request.

### CONTACT DETAILS

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