

Humaira Younas

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I am looking forward to a challenging job in a reputable organization to utilize my database and management skills for the growth of the organization and myself.

Areas of expertise and technical skills:

- ❖ System & network administration
- ❖ Excellent knowledge of software proficient in troubleshooting problems and maintaining smooth operation of computer laboratory
- ❖ Technical competent in setting up computers and networks in the laboratory and ability to coordinate with instructors, technicians, and users
- ❖ Excellent project management skills include communication, leadership, negotiation, team management, personal organization, planning & time management.
- ❖ Extensive experience in computer uses and applications instruction Strong abilities in supervision to ensure optimal task performance Microsoft Visio, Microsoft Project, and Microsoft Office products.
- ❖ Excellent command of C++, VISUAL C++, WordPress, Python, and Java.
- ❖ Conducting sales presentations to decision makers and generate quotes that meet each client's needs.
- ❖ Worked effectively in remote and office settings while traveling ~60% of the time. Maintained in-depth knowledge of services portfolio.
- ❖ Tremendous in handling prospective customers via phone, chat, email, and text message to discuss company products. Recommend solutions based on customer needs. Work with team to achieve monthly and quarterly goals.
- ❖ Handle up to 50 customer calls per day, answering questions about services and initiating sales.

Employment History:

Lecturer of Computer Science & IT Administrator January 2016 till December 2022
Science College, Islamabad

Responsibilities:

- ❖ System and Network administration of a computer laboratory.
- ❖ Demonstrating students how to log in on computers and start needed applications.
- ❖ Recommending teachers to install particular software applications for debugging errors.
- ❖ Maintaining computers and other laboratory equipment in working condition.
- ❖ Performing minor repairs and replacing faulty computers and peripherals Operating computers, scanners, printers, copiers, and other software applications.
- ❖ Installing new systems and assessing and implementing systems.
- ❖ Upgrade monitoring system performance and troubleshooting issues.

- ❖ Monitor the performance of existing computer systems and IT infrastructure.
- ❖ Ensuring security and efficiency and IT infrastructure.

LUMS:

- ❖ As a research assistant: 13th June to 6th August 2021
- ❖ UN head office Islamabad as a Database administrator: February 2012 to July

International Islamic University Islamabad: Visiting lecturer of Artificial Intelligence, Data Structure and Algorithm & Introduction to Computer from October 2022 till May 2023(Morning)

Quaid e Azam University Islamabad: Visiting lecturer of Discrete Mathematics and C++ () from October 2022 till May 2023 (Evening)

Current job:

As a Sales representative in Mancom Group Riyadh from June 2023 till 11th November 2024

Responsibilities:

- ❖ Identify potential customers and generate leads.
- ❖ Meet with customers to demonstrate products, answer questions, and build relationships.
- ❖ Identify customer needs and recommend products that best meet those needs.
- ❖ Negotiate prices and terms with customers.
- ❖ Prepare sales agreements for customers.
- ❖ Maintain contact with customers and follow up to continue relationships.
- ❖ Develop and implement sales strategies to meet sales goals.

Academic Qualifications:

MS in Computer Science SZABIST Islamabad campus

CGPA: 3.02

M. Sc Information Technology Quaid-e-Azam University, Islamabad

Division: 1st

B.Sc Computer Science Mardan Degree College for Women

Division: 1st

F.Sc Physics, Math & CS Mardan Model College

Division: 1st

SSC Science Group Govt. High School No1 Mardan

Division: 1st

REFERENCES

Dr. Imran Email: Imran@SAZBIST-ISB.edu.pk

Dr. Nauman Khurshed Email: nauman.khurshid@seecs.edu.pk

Dr. Imdad Khan Email: imdad.khan@lus.edu.pk

Languages:

English, Pashto, Urdu and Parsi

Extra-Curricular activities:

Reading novels, traveling, and spend quality time with family and Friends.