



# Humair Adil

**Date of birth:** 14/03/1990 | **Nationality:** Pakistani | **Gender:** Male | **Phone**

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**Address:** freej abdul aziz, doha, Qatar (Home)

## About me:

*Experienced, enthusiastic I.T. Specialist offering six-plus years experience and Master's coursework in Information Technology. Demonstrated success in installing, configuring, and troubleshooting LAN's, Windows environment, and Apple products.*

## WORK EXPERIENCE

01/10/2022 – CURRENT Doha , Qatar

### IT SPECIALIST / TECHNICIAN MANAAI TRADING COMPANY (FIFA WORLD CUP 2022)

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality.
- Install and configure appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Identify computer or network equipment shortages and place orders.

06/05/2022 – 29/09/2022 Doha, Qatar

### IT OFFICER / IT SPECIALIST BLUE TOP TRADING AND CONTRACTING

- Helping to install, configure and maintain the company's IT framework
- Troubleshooting and resolving LAN/WAN performance, connectivity and related network problems.
- Ensure the proper function and recording of all CCTV cameras systems in the facility.
- Setting up hardware and software applications as and when required.
- Providing general support for the IT department and for the company's computer users.
- Installing and maintaining various peripherals as well as installing relevant updates and patches.
- Running regular checks on network and data security.
- Identifying and acting on opportunities to improve and update software and systems.
- Running and sharing regular operation system reports with senior staff.
- Providing direction for IT team members.

01/06/2016 – 28/02/2022 Peshawar, Pakistan

### IT ADMINISTRATOR/WEB DEVELOPER (WORDPRESS/ODOO ERP) FOREST DEVELOPMENT CORPORATION GOVT KHYBER PAKHTUNKHWA

- Website and software application designing, building, or maintaining.
- Troubleshooting and resolving LAN/WAN performance, connectivity and related network problems.
- Directing or performing Website updates.
- Editing, writing, or designing Website content, and directing team members who produce content.
- Back up files from Web sites to local directories for recovery.
- Maintaining an understanding of the latest Web applications and programming practices through education, study, and participation in conferences, workshops, and groups.
- Upgraded all computers to Windows 10 with Office 2016
- Migrated the in-house e-mail server to Office 365.
- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails

01/09/2015 – 31/12/2016 Peshawar, Pakistan

### TEAM LEADER /DATA ANALYSIS UNICEF DATA SUPPORT CENTER POLIO ERADICATION

- Technical services, Entry, results transmission, customer services and administration.
- Responsible for reviewing and assigning work .
- Troubleshooting problems

- Performing administrative duties
- Collecting information, compiling reports.
- Communicating with Union Council's officers for accurate data compilation .

## ● EDUCATION AND TRAINING

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01/03/2011 – 14/03/2015 Peshawar, Pakistan

**MSC COMPUTER SCIENCE** University Of Peshawar

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**Address** Peshawar Khyber Pakhtunkhwa , Peshawar, Pakistan | **Website** <http://www.uop.edu.pk/>

02/02/2015

**WORDPRESS WEB DEVELOPER** Lady Reading Hospital Peshawar

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**Website** <https://www.lrh.edu.pk>

01/02/2020 – 04/04/2020

**DIGITAL MARKETING** Virtual University of Pakistan

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**Website** <https://www.vu.edu.pk/>

01/03/2021 – 20/06/2021

**GOOGLE DATA STUDIO** Google Digital Academy

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01/03/2021 – 30/06/2021

**GOOGLE ANALYTICS** Google Digital Academy

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## ● LANGUAGE SKILLS

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Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>ARABIC</b>	A1	A1	A1	A1	A1
<b>URDU</b>	C1	C1	C1	C1	C1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DIGITAL SKILLS

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Microsoft Office | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Google Docs | Data Gathering, Data Processing, Data Visualization, Data Analysis | Wordpress Developer | SharePoint Designer | Research Analysis | Organizational and planning skills | Google Datastudio | Microsoft office Office 365 | Odoo Development

## ● ADDITIONAL INFORMATION

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### PASSPORT

**Passport Number**

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BS1405562 / Passport Expiry 1/9/2024

### ID

**ID Number**

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29058609172 / ID Exp 4/5/2023