



Furqan Ahmed

PROFILE

To actively pursue the acquisition of practical hands-on experience and professional skills within an organization, thriving in a challenging, learning-centric environment that fosters continuous development.

CONTACTS

 fuqiahmed@hotmail.com

 +92336-1551037

 H. #. CB- 2154 Bilal Street #
30, New Kamalabad Dhoke
Syedian Rawalpindi

EDUCATION

D.A.E Electronics
Swedish Institute of Technology
Rawalpindi
2004-2007

Matric In Science
2004

SKILLS

MS Office (MS Word, MS Excel, MS
Power Point, MS outlook)

Router, Switches, Installation, VPN
and Configuration

Business Development

Healthcare Billing Regulations

Lead Generation

WORK EXPERIENCE

IT Manager

August 2016 - Present

Roots IVY International Schools

- Experience with SharePoint on-premises 2016 or 2019, Microsoft 365 products and services (Teams), PowerShell.
- IBM Blade centers maintenance, monitoring and backups.
- Managing SMS portal website (SMS send for new admissions/ promotions/ advertisement/ IT Inventory and Stock management, IT Procurement, IT facilitation in workshops and conferences, Backups & Recoveries.
- offers/ open house activities universities and school based).
- Handling corporate-wide Business Continuity and Disaster Recovery, helping executive management in planning.
- 42u rack installation, servers and routers (TPLINK, Cisco, Dell, IBM).
- Well experienced in Computer Networks (LAN, WAN, WIFI, VPN, routers, access points, repeaters and load balance configurations.
- Computer Inventory Management, Data recoveries.
- Prepared and monitoring of Information Security & IT Backup policy.
- Generating and presenting reports from Attendance system at head office.
- IT Inventory and Stock management, IT Procurement, IT facilitation in workshops and conferences, Live streaming and video conferencing, Backups & Recoveries.
- Monitoring SAT Tests since 2018 to ensure a secure and organized testing environment, while adhering to College Board guidelines and regulations.

Business Development Executive

Sep 2023- December2023

MOX RCM

- Developed and implemented a comprehensive lead generation strategy, which included targeted marketing campaigns, referrals, and strategic partnerships, leading to growth in revenue.
- Nurtured and maintained key client relationships, ensuring a high level of client satisfaction and repeat business.
- Stayed up-to-date with industry trends and regulations, ensuring that the company's services remained in compliance with all healthcare billing standards.
- Prepared regular reports for senior management, highlighting business development progress, client acquisition, and revenue growth.

STRENGTHS

Have strong Interpersonal & Communication Skills.
Have an excellent command over Written & Spoken English.
Ability to work under pressure.
Punctuality and Time Management.
Energetic, Confident, Motivated, Determined & Enthusiastic in work.
Soft Spoken.

PERSONAL DETAILS

Father Name : Mushtaq Ahmed
Date of Birth : 1st July, 1988
CNIC # : 37405-6802381-5
Nationality : Pakistani
Marital Status : Married

LANGUAGE

Urdu

English

CPEI

April 2009 --July 2016

Pakistan Telecommunication Company limited

- 3rd level Broadband and IPTV Installation troubleshooting and configuring, Setting up Public Networks (Wireless and wired).
- Configuring and Setting up VPN (Virtual Private Network)
- Complaint Management, Customer Support, Line Tracking and Fault

T.V Servicing Engineer LG

March 2007 – April 2008

- Installed company equipment's and also repairing. Deals with clients daily basis and explain company accessories.
- Monthly log maintain
- Daily basis cash handling and maintain logs in excel.
- Maintain monthly reports and send to head office