

RESUME

Junaid Haleem

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Overview

To achieve an excellence in the field of computer science and ready for challenging job related to the computer technology. Self-motivated, innovative, analytical along with problem solving. Good team spirit in and outside of work and hardworking.

Professional Objectives

My objective is to pursue a challenging role in the technology sector where I can apply my hands-on experience, problem-solving abilities, and technical skills to deliver impactful solutions. I am driven by a passion for working with cutting-edge computer technologies and enjoy collaborating with others to achieve shared goals.

Personal Profile

Father's Name : Abdul Haleem
Date of Birth : July 21, 1993
Nationality : Pakistani
N.I.C. # : 37405-537207-5
Domicile : Rawalpindi (Punjab)
Marital Status : Married
Language : Urdu, English, Punjabi

Educational Background

Education	Institute	Year	Marks/Grade
MS Computer Science	BIIT PMAS AAUR	2017	4 GPA
BSSE	RIPHAH INTERNATIONAL UNIVERSITY	2013	3 GPA
F.A	GOVERNMENT GORDON COLLEGE	2009	57%
Matriculation	ASIF PUBLIC SCHOOL	2007	80%
3 Months Online E-Certificate. Short Courses Freelancing, Creative Writing , E-Commerce & Digital Marketing, WordPress, SEO (Search Engine Optimization), QuickBooks, Digital Literacy, AutoCAD, Graphic Design, Communication and Soft Skills, Video Editing, Animation and Vlogging	DigiSkills.pk Online Training Program	7 Batch - to Batch-11 & DSTP2.0- Batch-02 May-August 2020, to Oct, 21	100/100

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Computer Skills

- MS-Office (Word Excel, Access, publisher, Adob Acrobat, & Power Point,) Microsoft Visual Studio (C++), Java, Android Developer, Graphic Designer, Internet Browsing, Google Doc, Freelancing, E-Commerce & Digital Marketing, SEO (Search Engine Optimization), Video Editing, Animation and Vlogging, Digital Marketing, Word Press, etc
- Beginner:, Matlab,

Work Experience

- Worked as Officer Grade-III in National Bank of Pakistan, Kot Jamel Branch AJK in 2016
- Worked as National Bank of Pakistan GBO (OGIII) July 2016 to October 2018
- Since October, 2018 to 2023, I have been working as the OGIII Officer at Regional Data Center, National Bank of Pakistan Mirpur AK
- Worked as Operation Manager 2023 to 2025 in different National Bank of Pakistan branch

Illustrative Duties

- Monitor banking systems, servers, and networks to ensure uptime and performance.
- Perform routine maintenance and updates on banking software and hardware.
- Troubleshoot and resolve system issues promptly to minimize downtime.
- Provide technical assistance to bank employees, including troubleshooting issues with workstations, software, and peripherals.
- Assist customers with online banking issues, such as login problems, transaction errors, and account access.
- Offer support for mobile banking apps, including installation, updates, and troubleshooting.
- Implement and manage security protocols to protect sensitive financial data.
- Monitor systems for security breaches, malware, and unauthorized access.
- Conduct regular security audits and vulnerability assessments.
- Ensure compliance with banking regulations and data protection laws.
- Plan and execute upgrades for banking systems, including core banking platforms, ATMs, and payment gateways.
- Test and deploy new software and systems, ensuring compatibility with existing infrastructure.
- Coordinate with vendors and third-party providers for the implementation of new technologies.
- Develop and maintain disaster recovery plans to ensure business continuity in case of system failures or disasters.
- Manage regular data backups and ensure they are stored securely.
- Test and update disaster recovery procedures regularly.
- Manage the bank's internal and external networks, including LANs, WANs, and VPNs.
- Ensure network security by configuring firewalls, encryption, and access controls.
- Troubleshoot network issues and optimize network performance.

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- Ensure all IT systems and processes comply with banking regulations and standards.
- Prepare for and assist in internal and external audits of IT systems
- Maintain records and documentation related to IT compliance activities.
- Provide technical support for core banking applications, such as loan processing, account management, and payment processing systems.
- Troubleshoot issues with ATM systems, online banking platforms, and mobile banking apps.
- Coordinate with software vendors to resolve application-specific issues.
- Manage user accounts, permissions, and access controls to ensure that only authorized personnel have access to sensitive systems.
- Monitor user activities for suspicious behavior and enforce security policies.
- Conduct regular reviews of user access levels and make necessary adjustments.
- Assist in the planning and execution of IT projects, such as system migrations, new software rollouts, and infrastructure upgrades.
- Coordinate with various departments within the bank to ensure IT initiatives align with business goals.
- Provide technical input and support during project implementation phases.
- Work on improving the user experience of digital banking channels by providing feedback and technical solutions.
- Analyze customer feedback and technical issues to suggest improvements in banking software and systems.
- Implement solutions that enhance the security, speed, and reliability of online and mobile banking services.
- Manage relationships with IT vendors, ensuring they meet service level agreements (SLAs) and provide quality support.
- Coordinate with third-party service providers for the integration and maintenance of outsourced IT services.
- Evaluate and recommend new technologies or services from vendors that could benefit the bank.

Summary of Desired Knowledge, Skills & Abilities

- Design, code, test, and debug software applications.
- Develop algorithms and data structures to solve complex problems.
- Maintain and improve existing software by making necessary updates and enhancements.
- Create and design system architectures for large-scale applications.
- Define software and hardware requirements and specifications.
- Ensure that systems are scalable, secure, and efficient.
- Collect, analyze, and interpret complex datasets.
- Develop and implement machine learning models and algorithms.
- Use data analysis to drive decision-making and optimize business processes.
- Design, implement, and manage databases.
- Ensure data integrity, security, and availability.
- Optimize database performance and query processing.
- Implement security measures to protect data and systems from cyber threats.
- Monitor and respond to security breaches and incidents.
- Conduct security audits and vulnerability assessments.
- Design and maintain computer networks, including local area networks (LANs) and wide area networks (WANs).
- Troubleshoot network issues and ensure network security and efficiency.
- Implement network protocols and services.

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- Write and maintain technical documentation for systems and software.
- Prepare reports on system performance, project progress, and other metrics.
- Communicate technical concepts to non-technical stakeholders.
- Conduct research on emerging technologies and trends in computer science.
- Develop prototypes and proof-of-concept projects.
- Collaborate with academic institutions or research bodies on innovative projects.
- Lead and manage software development projects.
- Coordinate teams of developers, engineers, and other IT professionals.
- Ensure that projects are delivered on time, within scope, and within budget.
- Provide expert advice on technology solutions and best practices.
- Train employees or clients on new software and systems.
- Offer guidance on IT strategy and implementation.

Additional Information

- **Honours and Awards**

- Final Year Thesis: "Decision Support For Blood Bank System"
- Awarded appreciation certificate by the Dean Dr. Saad Naeem Zafar for Organizing INMIC 2012
- Awarded appreciation certificate by FC achievement Awarded in 2012

- **Projects**

- Final Year Project: Children Face Detection System.

Years of experience

9 years

Location

Rawalpindi, Pakistan

School

Peer Mehar Ali Shah Arid Agriculture University, Rawalpindi (Pakistan)

Reference

Available upon request