



KHURRAM TANVEER

OFFICER IT & SUPPORT

About Me

Results-oriented professional with years of experience in IT Operations, Administration, and HR Support Functions which are backed by Marketing knowledge. Seeking a challenging and upright position in a firm that will enhance my existing skills and will polish my experience further



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Key Skills

Core Skills:

- IT System & Network Administration
- Project & Vendor Management
- SOPs Development (HR & IT Processes)
- HR Operations & Employee Support
- Recruitment & Onboarding Assistance
- Employee Engagement & Event Coordination
- Performance & Policy Support
- Leadership & Teamwork

Business Skills:

- Business Analysis
- Project Management
- Digital Marketing
- Social Media Campaigns

Designing Skills:

- Graphic Designing
- Social Media Post Design
- Video Editing
- Web Layouts
- Logo Design

Experience

Paksat International (Pvt) Ltd - subsidiary of SUPARCO
Islamabad - Pakistan
Feb 2020 - PRESENT

- Delivered IT support and administered network infrastructure while also supporting HR-related tasks such as SOP creation, recruitment coordination, and employee onboarding.
- Partnered with management to draft and implement HR policies and processes, ensuring alignment with organizational needs.
- Supported performance reviews and maintained documentation of employee progress and training needs.
- Supervised teams during official events (e.g., Paksat-MM1 Satellite Application Conference) to enhance employee engagement and collaboration.
- Handled official correspondence with vendors, partners, and internal teams, ensuring smooth communication across departments.
- Developed responsive designs and digital content for internal and external communication, contributing to branding and employee engagement.
- Analyzed business requirements and implemented tailored IT solutions to meet organizational needs.

Additional Responsibilities Include:

- Assisted the marketing department by creating initiation requests, ensuring accurate and timely submissions.
- Actively engaged with customers to understand their needs, resolve queries, and build lasting relationships.
- Drafted comprehensive and professional presentations for client meetings, showcasing technical and marketing solutions effectively.
- Prepared detailed minutes of meetings, capturing critical discussions and action items to ensure alignment among stakeholders.
- Drafted official correspondence, including letters for internal and external communications, maintaining professional standards.
- Collaborated with technical support teams to promptly address and resolve customer issues, ensuring satisfaction and loyalty.

Soft Skills:

- **Attention to Detail**
- **Problem-Solving, Self-Learner**

Tools & Software:

- WordPress
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Office
- Google Suite
- Google Analytics
- Canva
- Visual Studio Code
- Mysql Workbench
- Mysql Server
- Cisco Packet Tracer
- HTML, CSS, Mysql,
- Postman

Language

- English
- Urdu

Maalik Creative Engineers

Islamabad - Pakistan

Oct 2017 - Jan 2020

- Provided comprehensive IT support, resolving hardware and software issues efficiently.
- Designed and edited marketing materials, enhancing brand visibility
- Developed and maintained front-end website designs, optimizing user experience.
- Managed web hosting services, including email configuration and cybersecurity measures.

Onescreen Solutions (Internship)

Islamabad - Pakistan

June 2016 - Sep 2017

- Redesigned and optimized company websites to ensure full responsiveness across various devices and screen sizes. Achieved this using both Bootstrap framework and custom CSS/HTML without relying on external libraries, improving the user experience and accessibility.
- Converted detailed product specifications and content into structured HTML for Magento-based e-commerce websites. Successfully uploaded and managed over 5,000 products, including images, descriptions, technical details, and SEO metadata, significantly enhancing the online catalog and user navigation.
- Designed a variety of visual assets including logos, flyers, banners, and product imagery for the company's websites and marketing needs. These graphics supported product launches, promotions, and brand identity, contributing to an improved and professional digital presence.

Education

SZABIST University - Islamabad

Executive Master of Business Administration (EMBA)
2020 - 2022

Preston University - Islamabad

Bachelor of Computer Science
2013 - 2017

Certifications & Awards

- 2nd Place, War Documentary Competition, Preston University
- 2nd Place, Logo Designing Competition, Institute of Space Technology
- Organizer, Preston Entrepreneur Challenge (2015, 2016)
- Announcer, Express Education Expo (2016, 2017)

References

Will be furnished upon request