

Hamas Ahmad Bhutta

IT Specialist and Project Manager

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Actively seeking opportunities to collaborate with organizations pursuing ambitious expansion and improvement goals. Bringing a unique blend of expertise in managing projects, training, operations, and coordinating high-level IT projects.

Professional Summary

- **IT Professional/Project Management:** Experienced IT Professional and Project Manager adept at orchestrating dynamic training sessions and coordinating cross-functional teams. Demonstrated expertise in IT operations, network configuration, and system installations. Skilled in facilitating online training sessions, collaborating with stakeholders, and managing projects and conferences with precision and efficiency.

Attention to Details:



Lab Technologist/Assistant Manager IT

National Centre of Artificial Intelligence- NCAI Sectt, NUST Pakistan

May 2021 – April 2025 (4 Years)

- Installed, configured, tested, and maintained operating systems, including Windows and Linux, along with application software and system management tools to ensure optimal operational performance.
- Exhibited comprehensive knowledge of networking and cloud computing, facilitating the effective management and deployment of network resources.
- Oversaw IT procurement processes, including thorough hardware analysis, to align with organizational technology needs.
- Provided training and support to staff on emerging technologies and system updates, promoting seamless transitions and enhancing user adoption.
- Collaborated with cross-functional teams to execute IT projects, ensuring alignment with organizational objectives and adherence to timelines.
- Configured local area networks (LAN) and managed server installations to enhance operational efficiency and connectivity.
- Coordinated and facilitated online meetings and conferences utilizing platforms such as Zoom and MS Teams, optimizing remote collaboration capabilities.
- Led the IT, Operations, and Logistics teams for AI TechVerse 2021, ensuring the successful execution of event operations.
- Served as the Team Lead for IT, Operations, and Logistics during the 2nd International Conference on Artificial Intelligence (ICAI 2022), ensuring technical and logistical excellence throughout the event.
- Oversaw the submission process for projects and papers for the 11th Edition of the IDEAS Expo 2022, contributing to the overall success of the conference.
- Managed and supervised the EasyChair portal for paper submission and review processes during the 2nd International Conference on AI (ICAI 2022), ensuring efficient workflow and organization.
- Oversaw the implementation of the Security Surveillance Project at UET Narowal, ensuring effective deployment and operational functionality.

Assistant System Administrator

Orbit Technologies

March 2020 - April 2021 (1 Year)

- Successfully installed and configured a variety of operating systems, ensuring optimal performance, security, and compatibility with existing infrastructure.
- Proficiently installed and set up Windows Server 2008 and 2012 in enterprise environments, ensuring robust server performance and reliability.
- Possess a foundational understanding of RAID configurations to enhance data redundancy and improve performance in storage solutions, contributing to organizational data integrity.
- Configured and maintained network printers and multifunctional photocopiers, ensuring seamless operational continuity and efficiency within office environments.
- Assigned and managed IP addresses for desktop computers, maintaining efficient network connectivity and ensuring smooth communication within the organizational network.
- Installed and updated drivers to ensure hardware compatibility and optimal performance of systems on Windows platforms, facilitating user productivity and satisfaction.
- Deployed and configured software applications on developers' devices, providing essential support for their development activities and ensuring a smooth workflow.

Trainings Conducted:

Trainer and Student Coordinator

NAVTTTC PMYSD Batch 1-5, PMYSD Special Initiative for AJ&K Youth

- Effectively managed the NAVTTTC portal for students and trainers, ensuring user-friendly navigation and optimal functionality, enhancing the overall user experience and operational efficiency.
- Conducted online entry tests for students and uploaded interview records onto the portal, ensuring comprehensive record-keeping and enabling accurate tracking of student assessments.
- Maintained an accurate record of student attendance through timely uploads on the portal, ensuring data integrity and reliable attendance tracking for administrative and academic purposes.
- Facilitated course assignments for students and managed the calculation and upload of trainers' hours for remuneration, ensuring fair and accurate remuneration for trainers and proper course allocation for students.
- Conducted seamless online assessments through the portal, ensuring a streamlined evaluation process and consistent application of assessment standards, improving the overall assessment quality.
- Organized and conducted sessions to provide overviews of training programs and potential career paths, significantly enhancing trainee engagement and understanding of their professional development opportunities.
- Identified skill and knowledge gaps across the organization through comprehensive assessments, informing the development of targeted and effective training programs that address specific needs.
- Gathered feedback through surveys and interviews, then analyzed and summarized the data to identify areas for improvement, enhancing the quality and effectiveness of training programs.
- Ensured all training materials, schedules, and trainee records were consistently updated and accurately maintained, supporting training initiatives and ensuring compliance with organizational standards.

- Oversaw the maintenance and setup of training facilities and equipment, ensuring all resources were functional and ready for effective training sessions, contributing to a productive learning environment.
- Facilitated regular communication between trainees and trainers to keep everyone informed about schedules, updates, and any changes, ensuring smooth operations and effective training delivery.
- Kept detailed records of trainer attendance and participation, promptly addressing any issues to maintain continuity and quality of training sessions, ensuring reliable trainer performance.
- Handled all aspects of the NAVTTC portal, including student registration, tracking, and assessment, ensuring accurate and up-to-date records for all users and supporting efficient administrative processes.
- Created training programs that addressed the specific needs of different departments, ensuring the relevance and effectiveness of the training provided, aligning with organizational goals.
- Assessed the impact of training programs through evaluations and implemented follow-up activities to reinforce learning and address any ongoing needs, ensuring continuous improvement in training outcomes.

Lead Coordinator

Certified Artificial Intelligence Professional (CAIP) Cohorts 1, 2, and 3

- Spearheaded coordination with government bodies, particularly the tri-military, to ensure smooth communication, strategic alignment, and stakeholder engagement across all program stages.
- Developed and implemented a comprehensive, managerial-level course curriculum for CAIP, customized to meet the unique skill requirements of leadership roles in AI.
- Led the onboarding and training of expert trainers, carefully evaluating and assigning modules based on each trainer's specialization, ensuring targeted and effective knowledge transfer.
- Designed and conducted assignments and final exams using Google Forms to streamline evaluation processes, providing secure and real-time tracking of participants' progress and results.
- Oversaw the technical and administrative aspects of program delivery, swiftly addressing any IT and logistical issues to maintain a seamless learning environment for participants.
- Monitored program performance and gathered feedback from participants and trainers, using insights to refine training modules, optimize content delivery, and improve future program iterations.

Lead Coordinator

AI for Leaders Workshop

- Organized and conducted a two-day *AI for Leaders* workshop, attended by 22 high-ranking government officers from the tri-military services, aimed at enhancing AI understanding among scale-21 and above officials.
- Managed all IT and administrative tasks to ensure a smooth and professional training experience, including setup, troubleshooting, and participant support.
- Coordinated extensively with training staff and participants to streamline logistics, ensuring timely communication and a well-structured event schedule.
- Oversaw the design, printing, and distribution of participation certificates, providing a seamless end-to-end experience for attendees.
- Gathered participant feedback to assess training impact and document outcomes, contributing valuable insights for future leadership-focused AI initiatives.

Program Lead

AI NEXUS Training Program for A-Level and FSc Students

- Conducted a two-week AI NEXUS training program designed for A-Level and FSc students, introducing foundational concepts and applications of AI.
- Developed and implemented a tailored course curriculum, ensuring it aligned with students' academic backgrounds and facilitated an engaging learning experience.
- Recruited experienced trainers and coordinated with AI industry experts to provide students with practical insights, ensuring exposure to real-world AI applications and career paths.
- Managed all IT and administrative aspects of the training, including setup, troubleshooting, and ongoing support, to ensure a seamless program flow.
- Coordinated logistics, maintained regular communication with trainers and industry speakers, and managed training resources to provide a comprehensive, professional learning environment.

Education



Govt. College University, Faisalabad

Bachelor's degree, Bachelor of Science in Computer Science (BSCS) 2015 – 2019



Govt. Post Graduate College, Samundri

Intermediate, ICs (Computer Science, Mathematics, and Physics) 2013 – 2015



New Afaq High School, Samundri

Matric, Science Subjects 2011 – 2013

Areas of Expertise

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|--------------------------|--------------------------|
| • Training Conductor | • Problem Solving |
| • Leadership Skills | • Microsoft office |
| • Project Management | • Computer Skills Expert |
| • Work Pressure Handling | • Canva Expert |
| • Time Management | • Decision Making |

References will be provided on request.