

MUHAMMAD ZAHEER

☎ 0332-5206252 | 0312-5095252

✉ zah683@gmail.com

PROFESSIONAL PROFILE

Highly disciplined and accomplished professional with **23 years of distinguished service in Pakistan Army**, specializing in **Aircraft Technician, IT Professional, and Coordination**. Proven track record of working in Pakistan Army and Pakistan Air Force (**GHQ & Pakistan Aeronautical Complex**), delivering mission-critical IT support, and managing sensitive operations with confidentiality. Brings extensive 15 years experience in **IT leadership, Supervising IT Matters, Management and executive coordination**, now extended into the education sector. Known for reliability, leadership, and performance under pressure.

CORE COMPETENCIES

- **IT Infrastructure:** Hardware/Software, Network Planning (LAN/WAN/Wireless), IT Administration, Configuration, Troubleshooting, Installation, Multimedia Equipment, Online Meetings/Conferences
 - **Executive Support:** Personal IT Assistant to high-ranking officials (Chairman PAC), Strategic Briefings, Presentations and Seminars
 - **Security & Surveillance:** CCTV System Implementation, Security Protocols, ISO 9000 Compliance.
 - **Leadership:** Team Supervision, Administrator, Coordinator, Policy Development (SOPs).
-

PERSONAL EXPERIENCE

PAKISTAN ARMY AVIATION (05 YEARS)

- Performed inspection, maintenance, and troubleshooting of aircraft instruments
 - Conducted pre/post flight inspections and periodic maintenance
 - Maintained technical documentation and records
-

GENERAL HEADQUARTERS (GHQ), RAWALPINDI (08 YEARS)

- I am a team member during implementation Office Automation System (OAS) in GHQ.
- Preparation and delivery of executive-level presentations for high-ranking officials and visiting delegations
- Developed concise, strategic briefing materials for senior leadership decision-making
- Coordinated with multiple departments to compile accurate data for high-level presentations
- Provided on-site technical and presentation support during VIP visits and official briefings
- Maintained confidentiality and handled sensitive information with discretion and professionalism
- Ensured timely readiness of all presentation and briefing resources under strict deadlines
- Managed and administered 100+ computer systems and network infrastructure
- IT maintenance operations ensuring minimum downtime
- Conducted Online Selection Tests for PMA Long Course, Lady Cadet, TCC, ICTO, Medical Cadet, DSCS and AFNS

- Provided IT support for critical administrative operations
-

PAKISTAN AERONAUTICAL COMPLEX (PAC), KAMRA (14 YEARS)

- Prepared and delivered high-level presentations for Chairman PAC and senior officials.
 - Served as Personal IT Assistant to Chairman PAC.
 - Managed and prepare high level and secrete Air War Games Presentation in Air Headquarters.
 - Coordinated and executed presentations for official meetings and delegations.
 - Provided real-time technical support during high-level briefings.
 - Handled sensitive data with strict confidentiality.
 - Configured and maintained servers, Active Directory, DNS, and security systems
 - Led IT support, system implementation, and user training
 - Coordinated with multiple departments for system integration
 - Developed SOPs, documentation, and system analysis reports
 - Contributed to ISO documentation and compliance
-

UNIVERSITY OF WAH, WAH CANTT (15 YEARS)

- Lead and manage the entire IT department, ensuring smooth operations across labs and offices
 - Preparation and conduct high official presentations, meetings, seminars, and all other IT activities
 - Served as IT Coordinator and Administrative Coordinator for academic and institutional activities
 - Coordinate between departments, faculty, administration, and technical teams for smooth execution of operations
 - Supervise IT staff and coordinate daily technical activities
 - Plan, implement, and monitor network infrastructure (LAN/WAN & Wireless)
 - Administer internet services for students, faculty, and administration
 - Install and maintain CCTV cameras and manage security systems
 - Organize online meetings and lectures through ZOOM, Microsoft Teams, and Google Meet
 - Oversee procurement, repair, and maintenance of IT equipment
 - Implement and manage CCTV surveillance systems
 - Ensure availability and performance of academic and engineering software
 - Provide strategic direction for IT improvements and institutional development
 - Conduct online entry tests for new admissions
-

ACADEMIC EDUCATION

- Bachelor of Arts
 - HSSC
 - SSC
-

TECHNICAL & PROFESSIONAL EDUCATION

- Aircraft Instrument (Class I, II, III)
 - Conversion Course of Mushshak Aircraft
 - **Diploma in Computer Sciences** – Board of Technical Education Lahore
 - **Computer Courses** – Petroman Institute Islamabad & School of Computers Attok
 - ISO-9000 Quality Management System – PAC Kamra
-

HONORS & AWARDS

- Chief of Army Staff Commendation Card (2002, 2008)
 - Director General PAC Commendation Certificate (2000)
 - Chairman PAC Board Commendation Certificate (2004)
-