
Nadeem Javed

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Contact no : +971553629451

Whatsapp no: +923414115909

Location : UAE

Visa status : Employment



Work Experience

Zubair Group of Companies (2020-2022)

Project: Residential/Commercial Buildings (G+6)

Dec 2020-2022

Document Controller cum IT Assistant

- Handling all documentation.
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- Office Assistant
- Assisting Manager in Day to Day Task's
- Presenting Documents upon request.
- To keep the logs updated
- Creating templates & Manage requests for documentation
- Maintain confidentiality around sensitive documentation
- File documents in physical and digital records and ensure appropriate storage
- Draft Letters and Correspondence
- Review and update technical documents (e.g. manuals and workflows)
- Daily Operations/Troubleshooting's tasks

Project: Vida Hotel by EMAAR (G+4+Chalets)

Dec 2018-2020

- Online Documentation through Aconex
- Site Office Admin
- Assisting Manager in Day to Day Task's
- File documents in physical and digital records and ensure appropriate storage
- Joining computers to Workgroup/Domain.
- Maintain confidentiality around sensitive documentation
- File Server support (Creating Group share and maintaining permission levels)
- Outlook client Configuration
- Assisting Purchase Manager
- Designing in Photoshop
- Daily Operations/Troubleshooting's tasks

Tyoto Motors Gujranwala

Oct 2017 – Nov 2018

- Operation & Maintenance

Job Responsibilities:

- Computer Hardware/Software Troubleshooting.
- Networkinh
- Designing in Photoshop
- Daily Operations/Troubleshooting's tasks

Nausal Technologies Islamabad,Pak(Internship)

Aug 2015 – Oct 2015.

Job Responsibilities:

- Web Designing.
- Logo Designing.
- Wordpress Web Installation.
- Daily Operations/Troubleshooting's tasks

❖ Skills

- Demonstrable ability to work on multiple projects and complete high quality work against strict and conflicting deadlines
- Good working knowledge of Office software (Word, Excel, PowerPoint,Autocad etc..) and a good level of computer literacy
- Highly organised, able to plan and manage conflicting priorities
- Ability to work well under pressure and deliver quality results on time
- Good interpersonal skills and ability to communicate effectively with various management levels
- Excellent organisational skills, accuracy and attention to detail

Qualification

- | | | |
|-------------|----------------------|---|
| • 2013-2017 | Software Engineering | Comsats Institute of Information Technology |
| • 2012-2013 | Diploma in IT (DIT) | Technocrats Gujranwala,Pak |
| • 2010-2012 | F.s.c (Intermediate) | Gujranwala Board,Pak |
| • 2008-2010 | S.SC (Matriculation) | Gujranwala Board,Pak |

Languages:

- | | |
|-----------|------------|
| ✓ English | Proficient |
| ✓ Urdu | Proficient |
| ✓ Punjabi | Native |
| ✓ French | Beginner |

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Serial No: 048124

Registration No: CIIT/FA13-BS(SE)-131/WAH

By the Authority of the Board of Governors

COMSATS Institute of Information Technology

NADEEM JAVED s/o JAVED IQBAL

Of

Wah Campus

has been conferred upon the degree of

Bachelor of Science in Software Engineering

Given on this Fifteenth day of September two thousand and Seventeen at Islamabad

Date of Issuance: 15th September 2017


Controller of Examinations


Rector


Registrar

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation

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دون تحمل أي مسؤولية تجاه المخطوطة

11616887



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PAKISTAN

SHOJAIB R. ZA KHOKHAR
Assistant Director (Attestation)
Higher Education Center
Ministry of Education, Pakistan, Lahore

31 JAN 2020



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UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation

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وزارة خارجية الإمارات العربية المتحدة - أبو ظبي
دون تحمل أي مسؤولية تجاه المخطوطة

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Prepared By:
Checked By:

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