

Asher Hafeez s/o Hafeez Ahmed

DOB: 23/3/1976, Married

0096657-212-3933

aasherhafeez@gmail.com, Jeddah, Saudi Arabia

Objectives

To get such a position in reputable organization that may provide me career, along with financial, stability in the result of my skills and experience-oriented services.

Qualifications & Certifications

Bachelors in Science, Major in Computer Science Shah Abdul Latif University, Khairpur, - Pakistan	2005
Certificate (Optical Fiber Systems & Cable Joining) Telecom Foundation Training Institute, Karachi - Pakistan	2000
Diploma of Associate Engineer (Electronics) Aligarh Institute Of Technology, Karachi - Pakistan	1998
Certificate (Intermediate English Language Course, Level 6) Pak-American Cultural Centre, Karachi – Pakistan	

Experience

Teacher

28 Aug 2016 till Now

Al-Waha International School, Jeddah – Saudi Arabia

- Subjects - ICT
- To conduct theoretical classes from grade 6 to 10 (IGCSE) British curriculum.
- Homework assignment allocation
- Structuring lesson plan
- Creating theoretical and practical worksheets
- Assessments
- Creating test/assessments-based interfaces using different online tools like Khoot, using smart board software to create lectures
- using G-Suite for work assignment or collection etc
- In parallel, by personal initiative, forming WhatsApp Groups for each section of each grade to provide a platform so that parents or students may discuss their homework/subject oriented problems instantly among themselves as well as with teacher other than the school time.
- Setting exam papers
- Project Assignment & guidance
- Final practical examinations, conducted by the Cambridge University, supervision of IGCSE – (0417) Information & Communication Technology.
- To provide IT infrastructure technical support

Teacher**Sep 2015 to Nov 2015****Al-Manar International School, Hafar Al Batin – Saudi Arabia**

- Subject – Mathematics
- To conduct theoretical classes from grade 5 to 9 (CBSE) Indian curriculum.
- Homework assignment allocation
- Structuring lesson plan
- Setting exam papers
- Assessments

Teacher**Aug 2013 to Sep 2014****Al-Waha International School, Jeddah – Saudi Arabia**

- Subjects - ICT, Geography, Urdu Language, Islamic Studies
- To conduct theoretical classes from grade 5 to 8 (IGCSE) British curriculum.
- Homework assignment allocation
- Structuring lesson plan
- Setting exam papers
- Assessments
- Project Assignment & guidance
- To arrange and manage annual Geography project exhibition (Grade 4-8)
- To provide IT technical support

Teacher**Mar 2012 to Aug 2013****Red Sea International School, Jeddah - KSA**

- Subject: Information & Communication Technology
- To conduct IT theoretical and practical classes from grade 6 to 9 (IGCSE) British curriculum.
- Assignment allocation
- Structuring lesson plan
- Setting exam papers
- Assessments
- To provide IT technical support

IT Technical Support Officer /Teacher**Feb 2011 to Feb 2012****Al Hejaz International School, Jeddah - KSA**

- Handling Windows Server 2003 based server issues.
- Configuring Linksys ADSL router Home Gateway WAG200G.
- Configuring, troubleshooting & extending WIFI infrastructure.
- Configuring for LAN & WLAN clients
- Dealing with UTP cable installation and its problems.
- Dealing with switch installation and its issues.
- Handling client side problems.
- Installing & maintaining printing/Scanning devices (Local and Network printers & Scanners i-e Canon iR 6570 , Konica Minolta Biz Hub 501 & Toshiba eStudio 45)
- Troubleshooting & maintaining Hand Punch 1000 Recognition System Terminals with iPunch Server Application.
- Handling School Management system.

- Keeping record of all IT hardware entities & their infrastructures.
- Preparing requisition for new hardware.
- Keeping record of all IT hardware or network complains.
- Taking Theoretical classes and practical labs (Grade 4 to Grade 8).
- Preparing worksheets
- Preparing weekly lesson plan
- Assessments
- Preparing scope and sequence for the year for each grade.
- Preparing test / exam papers and checking for each grade.

IT Instructor

Nov 2006 – Jan 2010

Govt. Jamia Milia Polytechnic Institute, Karachi - Pakistan

- The teach Diploma of Associate Engineer subjects i-e Operating System, P.C. System Architecture, Data Communication & Networking and Introduction to Computer Programming Language (C Language)
- To conduct practical labs
- Assessments

IT Teacher

Feb 2006 – Oct 2010

Modern Public Higher Secondary School, Karachi - Pakistan

- To conduct theoretical and practical classes up till Secondary Level (Class 6th to 9th).
- Assignment allocation
- Assessments
- To maintain Windows Server 2003 based network and related issues.

IT Support Officer

May 2005 – Jan 2006

Siddiqui & Sons, Karachi - Pakistan

- To install & maintain network infrastructure (workstation, UTP cables & switches)
- Handling Windows Server 2003.
- Maintenance/troubleshooting of general and domain specific application software.

Internee

Oct 2003 – Dec 2003

State Life Corporation of Pakistan, Karachi - Pakistan

- Understood the complete organizational structure.
- Familiarized with the command hierarchy
- Performed basic work relating to each division of StateLife
- Conducted interview within each division of organization
- Specially, observed all issues relating to the payroll system and the databases of StateLife
- Prepared a report about the payroll system.
- On the bases of this internship, a distributed Payroll System was designed for StateLife as the B.S. 6th semester project.
- To conduct interviews within each division of organization
- To perform all related work of each division
- To implement all the observed information during the work
- Finally, to prepare a report

Language Skills

URDU

Speaking: Expert | **Listening:** Expert | **Writing:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

ENGLISH

Speaking: Good | **Listening:** Good | **Writing:** Good | **Experience:** More than 10 years | **Last Used:** 1 month or less

ARABIC

Speaking: Basic | **Listening:** Basic | **Writing:** Basic | **Experience:** Less than 3 years | **Last Used:** 1 month or less

Special aptitudes and interests

- 1- PABX and CCTV Systems installation, troubleshooting and up gradation
- 2- Thorough understanding of general concepts with special interest in automobiles. Fault rectification, maintenance
- 3- Researching
- 4- Documentation
- 5- Applying technical approach to get things done as having practical knowledge of Mechanical work, woodworking, Electrical work and Masonry work
- 6- Sports - Cricket, Field Hockey, Table Tennis, Badminton, Football-(Playing, Training, Event Management)