



# Muhammad Asad Ali

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**Linked in** <https://www.linkedin.com/in/masadali>

IT - Management Professional with Masters in Computer Science and 5+ Years of Experience in Information Technology, Management and Financial Support seeking to grow technical and professional expertise in a substantial role.

## EMPLOYMENT SUMMARY

### May 2013 – Present

#### **I.T - MANAGEMENT OFFICER** – Al Manal Centre LLC, Dubai – UAE

- + Accomplished instigation of SQL based Commercial and Residential Tenant Lease Management System, Tenant Database Management System, EJARI and Lease Contracts.
- + Operated and organized all sort of Online UAE Government Facilities with DED, RERA, TRA, DEWA and SEWA.
- + Installed, configured and maintained all Hardware, Software, Biometric Systems, Computer Systems, Data Servers, CCTV, Car Park Inventory System, Secured Network, Wireless Gateways, Firewalls, Corporate Website, Digital Marketing, Digital Advertising involved in the business.
- + Executed seamless Secured Networking System throughout the business territories, locations and assured smooth and Secured Data Transmission.
- + Designed Corporate Client Portfolio Management System.
- + Supervision of the shopping mall in different projects and seasonal events.
- + Procured necessary machinery, equipment and tools.

### Mar 2012 – Apr 2013

#### **FINANCE OFFICER** – AMCORP Engineering & Construction Pvt. Limited

- + Prepared Financial Reports for Income, Expenses and Withdrawals.
- + Managed Site Expenses (Cost of Material consumed, On-site staff Salaries, Overtime and payments).
- + Supervised all Bank Deposits and Disbursements.
- + Liaised Bank Reconciliations and coordinated with bank on discrepancies.
- + Arranged project based invoices, verifying sources & necessary documentation.
- + Managed Corporate Clients' Portfolio.

### Oct 2011 – Feb 2012

#### **CONTACT CENTRE OFFICER** – Standard Chartered Bank

- + Served all the customers at the country-wide help line following the SCB's SOPs and all other guidelines strictly.
- + Provided support for Customer Care Services concerning Maintenance and Resolution of Custom Issues, Complaints of Conventional and Islamic CASA Accounts, Conventional and Islamic Credit Cards, Conventional and Islamic Loans, Running Finances, Alternate Distribution Channel Products (ATM cards, ATM Machines, CDM Machines, CDK Machines, and Mobile & Internet Banking).
- + Instigated and Initiated Complaints, Queries and Feedback of Customers & Non-Customers as necessary.

## EDUCATION

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**2016**      **MASTER OF COMPUTER SCIENCE** – COMSATS Institute of Information Technology  
**2011**      **BACHELOR OF BUSINESS ADMINISTRATION** – Virtual University of Pakistan

## PROFESSIONAL HONORS

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**ONE YEAR DIPLOMA OF INFORMATION TECHNOLOGY** – Net Tech Institute of Information Technology.  
**3 MONTHS CERTIFICATION IN I.T** – CompuSys 2000  
**ADWORDS SEARCH CERTIFICATION** – Google AdWords  
**CYBERSECURITY FOUNDATIONS** - LinkedIn  
**IT SECURITY CAREERS AND CERTIFICATIONS: FIRST STEPS** - LinkedIn  
**IT FOR BUSINESS SUCCESS** – HP  
**DATABASE FOUNDATIONS: CORE CONCEPTS** – LinkedIn  
**INSTALLING SQL SERVER 2012** – LinkedIn  
**LINUX: SYSTEM MAINTENANCE** – LinkedIn  
**NETWORKING FOUNDATIONS: NETWORKING BASICS** – LinkedIn  
**COMPTIA NETWORK+ (N10-006) CERT PREP: 1 UNDERSTANDING NETWORKS** – LinkedIn  
**INVENTORY MANAGEMENT** – HP  
**IOS 10 APP DEVELOPMENT ESSENTIALS 1** – LinkedIn  
**WORDPRESS ESSENTIAL TRAINING** – LinkedIn

## PROFESSIONAL SKILLS

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**MICROSOFT WINDOWS** – 7, 8, 10, Server and Enterprise.  
**MACOSX** – Mavericks, Yosemite, Capitan, Sierra and High Sierra.  
**UNIX, LINUX & SOLARIS.**  
**MICROSOFT OFFICE** – Office 365, Word, Excel, Access, Publisher, PowerPoint and Outlook.  
**HARDWARE & SOFTWARE** – Installation, Configuring and Setup.  
**DATA SERVER** – Installation, Maintenance, Backup and Security.  
**NETWORKING** – Installation, Configuration and Security.  
**EXCHANGE SERVER** – Installation, Maintenance and Configuration.  
**WEB DEVELOPMENT** – Wordpress, Joomla, PHP and JS.

## LANGUAGE SKILLS

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**URDU**            –      Native  
**ENGLISH**        –      Professional  
**ARABIC**         –      Limited  
**PERSIAN**        –      Limited