MOHD TALHA JAMAL

INFORMATION TECHNOLOGY SPECIALIST

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

EDUCATION

Bharathiar University Bachelor In Business Administration. (2013-2016)

Taj International College Diploma Information Technology, (2017-2019)

CONTACT

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+91-9838212566

/https://my.linkedin.com/in/mohd-talha-86550a186

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for providing efficient functionality to the I.T. systems of the organisation.

WORK EXPERIENCE

Taj International College, Assistant I.T. Manager
SEPTEMBER 2019 - FEBURARY 2020

- Maintained and organized I.T. equipment.
- Constantly updated the company's software and hardware.
- Monitored ongoing Maintenance work.
- Installing new software and hardware components.
- Regularly evaluating our IT systems to ensure they meet the necessary demands.
- Assisting with network administration tasks.
- Ensuring data storage is safe and secure.
- Resolving all issues coworkers have with their IT systems and software.
- Managing Time attendance system.
- Operating and maintaining P.A. system and Video display system(commercial LED screen).
- Educating coworkers about network security and best practices for computer usage.
- Supporting the day-to-day operations of our computer network.

MOHD TALHA JAMAL

INFORMATION TECHNOLOGY SPECIALIST

PROFESSIONAL SKILLS

Project Management
Team Management
Market Research
Hardware Maintenance
Public Speaker
Event Management
Operations Management

SOFTWARE & PERSONAL SKILLS

Microsoft Visual Studio Code
HTML Pad 2018
WonderShare Flimora9
Adobe illustrator
Microsoft Office (ms-excel, ms-powerpoint, ms-word)

HTML
CSS
JAVASCRIPT
Photo Editing
Poster Design
Video Editing
Web Design

ADDITIONAL QUALIFICATIONS

- Advanced Certificate in Human Resource Management.
- Certificate in M.U.E.T. (Malaysian University English Test).
- Advance Diploma In Computer Application.
- Certificate in Course on Computer Concepts.
- Diploma In Urdu Language.
- Certificate in Entrepreneurship and Soft Skill.
- Academic Excellence Award.
- Dean's List Award.
- Certificate in Public Speaking Event as a Presenter.
- International Internship Student Award.
- Certificate in Front-End Web Development Course.

PERSONAL PROJECTS

- I have made a few website to present my skills in web designing/web-development and data collection.
  - Portfolio Website: (https://mohammad-talha-jamal.github.io/).
  - E-commerce Website: (https://m-t-j.github.io/NN-Collection.github.io/).