

### 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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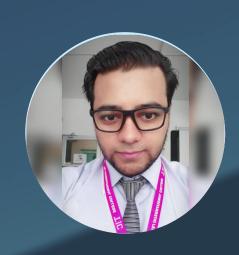
### PERSONAL PROFILE

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

## A D D I T I O N A L Q U A L I F I C A T I O N S

- 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-talhajamal.github.io/ ).
  - E-commerce Website: ( https://m-t-j.github.io/NN-Collection.github.io/ ).