

Hafiz Muhammad Attiq ur Rehman



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Professional Summary

IT Projects Manager | Web Designer & DeveloperAs a passionate and creative IT Projects Manager with a strong foundation in design principles and project management, I am committed to delivering high-quality, user-centric web solutions. My journey in IT and web design has been driven by a desire to seamlessly integrate functionality, aesthetics, and technical excellence into every project. With expertise in tools such as Figma, Adobe Illustrator, HTML/CSS, and a robust understanding of IT solutions, I lead teams to bring ideas to life. I excel in managing projects from conception to completion, ensuring that each phase aligns with the client's vision and business objectives. My focus on continuous learning and staying updated with the latest trends in design and technology allows me to deliver innovative and impactful solutions that meet the evolving needs of the industry.

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Work Experience

IT Manager

Sirajia Shifa Khana (Herbal Clinic Center),Pakistan , 01/2019- – Present

- In my role as IT Manager at Sirajia Shifa Khana, a leading Herbal Clinic Center, I oversee a broad range of responsibilities that ensure the smooth operation and digital efficiency of the clinic. My duties include maintaining and troubleshooting the clinic's computer systems, which are integral to both administrative operations and patient care.
- I manage customer and patient relations through computerized systems, ensuring that all interactions are efficiently handled and that data is securely maintained. Additionally, I design and produce brochures that effectively communicate the clinic's offerings and values to patients. As the Head of the IT Department, I lead all departmental initiatives, ensuring that our IT infrastructure supports the clinic's growth and the delivery of high-quality care.

IT Assistant Manager

sirajia shifa Khana (Herbal Clinic Center),Pakistan , 03/2014-13/2018

- As the IT Assistant Manager at Sirajia Shifa Khana, I play a pivotal role in ensuring the seamless operation of the clinic's technology infrastructure. My responsibilities encompass the maintenance and upkeep of computer systems vital to both patient care and administrative functions.
- I facilitate efficient communication and data management between customers, patients, and the clinic through our computer systems, ensuring that all interactions are smooth and secure. In addition to my technical duties, I design and create brochures that effectively represent the clinic's services to the community. Serving as the Head of the IT Department, I oversee all IT-related activities, driving initiatives that enhance the clinic's technological capabilities and support its mission of providing top-quality herbal care.

Digital Product builder

sirajia shifa Khana (Herbal Clinic Center),Pakistan , 05/2011-02/2014

- As the Digital Product Builder at Sirajia Shifa Khana, I am responsible for developing and maintaining the digital tools and systems that support the clinic's operations. My role involves ensuring that the clinic's computer systems are optimized for both patient care and administrative tasks, allowing for smooth and efficient processes.
- I manage digital interactions with customers and patients, ensuring that their experiences are seamless and that data is managed securely. Additionally, I design and produce visually appealing brochures that communicate the clinic's services effectively. As the lead in digital initiatives, I oversee all aspects of our IT

solutions, driving the development and implementation of technologies that enhance the clinic's service offerings and operational efficiency.

IT Cosmetics Store Manager

MyDin,Malaysia , 01/2010-04/2011

- As an IT Cosmetics Store Manager at MyDin Malaysia, I oversee the daily operations of the cosmetics department, ensuring a seamless customer experience through the integration of advanced technology solutions. My role involves managing inventory accuracy via digital systems, implementing IT-driven sales strategies, and providing staff training on in-store technology.
- I also analyze sales data to optimize product placement and promotional efforts, driving the department to consistently exceed sales targets. This position requires a unique blend of technical expertise and strong leadership to effectively manage both the IT infrastructure and the retail environment.
- <https://mydin.my>

IT Department Manager

Interior Design Company,Malaysia , -

- As the IT Department Manager at an Interior Design company, I lead the IT team in developing and maintaining the technological infrastructure that supports all aspects of the business. My role includes overseeing the implementation of IT solutions that streamline design processes, enhance project management, and improve client communication.
- I am responsible for managing network security, software installations, and troubleshooting technical issues to ensure uninterrupted operations. Additionally, I collaborate with the design team to integrate cutting-edge technology into their creative workflows, driving innovation and efficiency across the company.

IT Assistant

NextGen IT Solutions & Visa Consultancy,Pakistan , -

- As an IT Assistant at NextGen IT Solutions & Visa Consultancy, I provided technical support and assisted in the management of IT infrastructure across various projects. My responsibilities included troubleshooting hardware and software issues, managing network systems, and ensuring the smooth operation of all IT-related activities.
- I also supported the team in maintaining databases, setting up new user accounts, and optimizing system performance to enhance overall productivity. My role required strong problem-solving skills and a proactive approach to addressing the IT needs of both the company and its clients.

IT Website Project Manager

SM Solutions ,United States of America, -

- As an IT Website Project Manager at SM Solutions, I lead and oversee the complete lifecycle of web development projects. My responsibilities include managing project timelines, coordinating with cross-functional teams, ensuring the successful deployment of dynamic, user-centric websites, and implementing best practices for web security and performance.
- I am adept at translating client requirements into technical specifications, ensuring alignment with business objectives, and delivering high-quality digital solutions that drive growth and enhance user engagement.

Professional Tools

Digital Skills ,, -

- Microsoft Word Microsoft Powerpoint Social Media Microsoft Excel Microsoft Office Social Media Management Content Management Systems (CMS) Microsoft Outlook Email Marketing Graphic Design Tools Google Workspace (Docs, Sheets, Slides, Drive...) Data Entry and Database Management Video Editing Cloud Services SEO Project Management Tools Basic HTML/CSS Presentation softwares Advanced Online Research Digital Marketing Figma Adobe Illustrator Adobe Photoshop Canva Coral draw Jira Scrum Sublime Visual Studio Git GitHub

Technical Proficiencies

Core Technologies & Tools,, -

- 1. Website Redesign 2. Logo Design 3. Social Media Campaign 4. Time Management 5. Client Communication 6. Project Management 7. Technical Skills 8. Creative Skills 9. Data Processing 10. Marketing Skills 11. Banner Design 12. Business Skills 13. Data Entry Operator 14. Technical Troubleshooting 15. System Optimization 16. Photography 17. 3D Modeling/Animation 18. Artificial Intelligence (AI) techniques 19. WordPress 20. Dynamic website 21. Website design

Education

Secondary Education in Medical

Lawrence Secondary School , Bahawalpur , Pakistan , –

Agile with Atlassian in jira

Coursera , Mountain View, California, United States, 12/2023 – 04/2024

<https://www.coursera.org/account/accomplishments/verify/MW39ZCNH3Z4D>

Google Professional Certificate in Google UX Design

Coursera, Mountain View, California, United States, – 02/2024

<https://www.coursera.org/account/accomplishments/professional-cert/7KEBFXCWN5AF>

Google Professional Certificate in Build Dynamic User Interfaces (UI) for Websites

Coursera, Mountain View, California, United States, – 02/2024

<https://www.coursera.org/account/accomplishments/verify/WWBMJB5ZZYWF>

Google Professional Certificate in Foundations of User Experience (UX) Design

Coursera, Mountain View, California, United States, – 11/2022

<https://www.coursera.org/account/accomplishments/verify/DRA3FY7ABJHZ>

Google Professional Certificate in UX Design Process: Empathize, Define, and Ideate

Coursera, Mountain View, California, United States, – 12/2022

<https://www.coursera.org/account/accomplishments/verify/GDNNMGRX2T8R>

Google Professional Certificate in Design a User Experience for Social Good & Prepare for Jobs

Coursera, Mountain View, California, United States, – 02/2024

<https://www.coursera.org/account/accomplishments/verify/QXJZV28BSBXV>

Google Professional Certificate in Build Wireframes and Low-Fidelity Prototypes

Coursera, Mountain View, California, United States, – 12/2022

<https://www.coursera.org/account/accomplishments/verify/3UMFVMKL7ZDM>

Google Professional Certificate in Conduct UX Research and Test Early Concepts

Coursera, Mountain View, California, United States, – 12/2022

<https://www.coursera.org/account/accomplishments/verify/CF5EAVSJHSB3>

Google Professional Certificate in Create High-Fidelity Designs and Prototypes in Figma

Coursera, Mountain View, California, United States, – 06/2023

<https://www.coursera.org/account/accomplishments/verify/G24B8WD2BA6Y>

Hafiz Quran in

Jamia Tarteel ul Quran Acadmy, Bahawalpur, Pakistan, –

Professional English language course in

Kolej Gemilang, Kaula lumpur , Malaysia , –

Languages & Other Interests

LANGUAGE SKILLS MOTHER TONGUE(S): Urdu Panjabi; Punjabi Other language(s): English Listening A2
Spoken production A3 Reading B1 Spoken interaction A2 Writing A2