Waseem Haider

OBJECTIVE
To secure a challenging and dynamic position within a reputable organization where I can utilize my skills, knowledge, and experience to contribute effectively to the company's growth and success.

ADDRESS
Comsats University Islamabad Campus.

Father Name
Mr. Chanzeb

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03348612660

EMAIL
Waseem.haider@comsats.edu.pk

Marital Status
Single

Religion
Islam

REFERENCES
"REFERENCES AVAILABLE UPON REQUEST"

COMMUNICATION SKILLS

Urdu| Good in Speaking, Reading & Writing

English| Good in Reading & Writing

Punjabi| Good in Speaking

EXPERIENCE

JUNE 2016- To Date

Junior Lab Assistant | Comsats University Islamabad | Electronics Lab
Key responsibilities:
- Check lab equipment status if the equipment is not working properly troubleshoot its fault and maintained properly for smooth conduction of lab.
- Fill component racks for students to perform lab experiments.
- Help students in performing lab experiments.
- For Any issue related to the lab inform lab supervisor timely.
- Help the students with semester projects.

Junior Lab Assistant | Comsats University Islamabad | Computer Lab
- Prepare the lab for classes, and experiments by setting up computers, equipment, and necessary software.
- Ensure that all computers and peripherals are in working condition and troubleshoot any technical issues that arise.
- Regularly update software and operating systems on lab computers.
- Provide technical assistance to students and faculty members using the lab facilities.
- Assist in troubleshooting hardware and software issues, including network connectivity, printing problems, and software installation.
- Enforce lab safety rules and guidelines to ensure a safe and secure environment for all users.
- Monitor the lab to prevent misuse of equipment and ensure compliance with lab rules.
- Maintain accurate records of lab usage, equipment used, and any issues encountered.
- Keep track of lab equipment, peripherals, and supplies.

Junior Lab Assistant | Comsats University Islamabad | Front office
- Welcome students, faculty members, staff, and visitors to the department's front office.
- Provide accurate information about department programs, courses, schedules, and events to students and visitors.
- Assist students with general inquiries, course registration, and directing them to the appropriate resources.
- Manage incoming and outgoing departmental correspondence, including mail and emails.
- Assist faculty and staff with administrative tasks, such as photocopying, scanning, and filing documents.
- Enter data into departmental databases and systems accurately and promptly.
- Monitor and replenish office supplies, ensuring that necessary items are always available.

EDUCATION

BCS (Computer Science)	DAE (Electronics)	SSC (Science)
Federal Urdu University Art Science and Technology Islamabad.	Sultana Foundation Islamabad. (Affiliated institute of NWFP BTE Peshawar)	FBISE Islamabad.
Completed: (2023)	Completed: Year 2014	Completed: Year 2010