

# Adnan Ali

## IT Management / Data Analyst/IT Coordinator

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♂ Male 🔗 [linkedin.com/in/adnan-ali-a9b164131](https://www.linkedin.com/in/adnan-ali-a9b164131)

### PROFILE

To serve an organization as a key member can effectively utilize my working skills where I can enhance my knowledge to participate in the development of the organization

### EDUCATION

**BS Computer Science (Hons)**  
GCU Lahore

10/2014 – 10/2018  
Lahore, Pakistan

### PROFESSIONAL EXPERIENCE

**IT Management & Coordinator / Data Analyst**  
Safco Trading Corporation

01/2023 – present  
Lahore, Pakistan

Working there as the first point maintaining and monitoring project plans and project schedules, attending and participating in stake holder meetings, provide essential support to employees, addressing and resolving technical issues related to software systems. This role involves monitoring and managing IT assets, ensuring all equipment is up-to-date and functioning correctly, build and maintain weekly reports to the executive team, support project through the entire life cycle. Documenting and follow up an important action and decisions from meetings.

**IT Management / Data Analyst**  
Atsali Automobile & Engineering (Pvt) Ltd

12/2019 – 12/2022  
Lahore, Pakistan

Working there as the first point developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality office data regularly, and also by entered the collection of regular data into the Fast Account software. Update the accounts data, maintain and handling a filing system, check the customers and purchase data regularly. Maintain the cash flow Account, invoice bills and basic sale tax work, also monitored the Network system, update and install the new software in the system, managed the email accounts and make suggestion for the improvement in system.

### SKILLS

MS Word	MS Excel
Data Analyst	IT Management
Accounting	IT Admin
Good Analytical and Problem Solving Abilities	Computer Software Knowledge
Time Management	Communication
Decision Making	Documentation
Interpersonal Skills	Leadership Skills

### CERTIFICATES

- MS Office

### AWARDS

**Laptop**  
PM Laptop Scheme

2016

LANGUAGES

English

Urdu

REFERENCES

Provided on Request

INTERESTS

Research on IT Websites etc | Watching Movies | Play Cricket Games | Motivate oursleves