

Muhammd Ali

Healthcare IT Support & Administrative Coordinator

📍 Karachi, Pakistan

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PROFILE

A compassionate and technically proficient individual with a strong commitment to community service. Brings 7+ years of experience in managing critical systems and hardware, combined with proven empathetic communication skills developed through extensive volunteer work and client-facing roles. Ideal for supporting administrative efficiency and technical reliability within a patient-focused environment.

EDUCATION

September 2018 –
July 2021
Karachi, SD


NCR CET
CS General Science

2025 – Present
Reno, NV

UNR
Business Administration and Information Systems

WORK EXPERIENCE

2022 – 2023
Karachi, PK

Technical System & Operational Experience
Pakistan Post 

- Maintained and administered all organizational hardware and software, transitioning from general troubleshooting to comprehensive oversight of critical operational systems.
- Ensured **network stability and security** across the infrastructure, minimizing downtime and supporting seamless inter-departmental communication.
- Managed the full lifecycle of IT procurement and setup, responsibly ensuring all electronic equipment was reliable and properly configured for staff use.

ORGANISATIONS

Volunteer - Teacher / Helper | School for Underprivileged Students | Karachi, PK 2022 – 2025

- Demonstrated strong interpersonal skills by tutoring and mentoring students, directly improving learning outcomes and fostering a supportive environment.
- Organized and assisted with daily operations, showcasing reliability and commitment to continuous positive community impact.

Volunteer - Helper / Assistant | Women Welfare organization | Karachi, PK 08/2022 – 09/2022

- Tutored essential **basic Computer working skills** to participants, bridging the digital literacy gap for community members.
- Provided administrative support in managing resources and organizing activities for efficient operation.