

# To Whom It May Concern

**Subject | Applicant for the position of System Administrator /Network Administrator / System Support**

Dear Sir / Madam,

An expanding and progressive organization always looks out for talented people; it is the desire of every ambitious and zealous personnel to struggle for a better future and build-up a respective career.

To achieve this goal, I humbly request you to provide me with an opportunity to serve in your esteemed and progressive organization.

My resume attached with this application for your sympathetic consideration and I would endeavor to serve honestly at all times.

Further, I assure you, Sir, if given me a chance to serve an organization like yours, I will do my best for the entire satisfaction of the organization and prove myself the best assets with honesty, punctuality and hard work.

Thanking You.

Yours faithfully

Kind regards,  
Manan Rasheed



# Curriculum Vitae

## Manan Rasheed


### BS. COMPUTER ENGINEER (2016-2020)

Network Operations Center (NOC) Engineer at BankIslami Pakistan Limited

 [manan6437@gmail.com](mailto:manan6437@gmail.com)

 14 Dec 1998

 +92 309 7418774

 57-F Johar Town, Lahore, Pakistan

#### Professional Summary :

I am currently work on the position of NOC Engineer with BankIslami Pakistani Pvt Ltd on behalf of M/s Standard Computers providing services as Network Operations Center (NOC) Engineer.

#### Competencies & Technical Skills :

Operating System : Windows, Linux  
Software Tools : MATLAB Simulink, CISCO Packet Tracer, Networking, IP Addressing (Sub-netting, Super-netting), Static Routing, Dynamic Routing (RIP, OSPF, EIGRP), Access Control List, Password Recovery, NAT / PAT, MS Word, MS PowerPoint, MS Excel,

#### Professional Experience :

**Organization** : **BankIslami Pakistan Private Limited**

Department : Information Technology  
Job Type : Full time job (Third Party Contract)  
Period : From 12/2020 till Present

##### Responsibilities:

- Nodes Status monitoring via alters/NM.
- Diagnose and troubleshoot technical issues, including Connectivity.
- Either talk branch POC through a series of actions, via phone, email or chat, until they have solved technical issues via L1 support.
- Properly escalate unresolved issues to appropriate inter/external teams (e.g. field teams, deployment and NOC).
- Refer to internal database or external resources to provide accurate information.
- Follow up with branch POC to ensure their IT systems are fully functioning after troubleshooting.
- Prepare accurate and timely reports (i-e daily /monthly downtime reports).
- Providing the stats as well as alarm records and reports



**Organization** : **Claws Inc**

Department : Information Technology  
Job Type : System Support Officer  
Period : From 10/2020 till 12/2021

##### Responsibilities:

- Scheduled Software and Hardware maintenance, repairs and upgrades
- Installing the software, operating systems and server operating systems.
- Assisted Internal Customers with troubleshooting Local Area Network (LAN) issues.
- Responsible for configure and test any new hardware and software.
- Diagnosing and troubleshooting Laptop and desktop issues.

**Organization** : **Highlogix International (Private) limited**

Department : Development Department  
Job Type : Internship (Game Developer)  
Period : From 06/2019 till 08/2019

##### Responsibilities:

- Provide support and maintenance to existing management information systems (MIS) with support of team leader.
- Develop front-end web application using HTML/CSS and JavaScript.
- Created and developed interactive game content
- Collaborated and coordinated with producers to brainstorm regarding game projects
- Conceptualized and conceived projects

- Programmed and planned the project according to the functional spec and close to the design directions

## Projects:

- **Automated Attendance System Using Face Recognition (09/2019 – 09/2020)**  
Final Year Project
- **Matrix Multiplier Using VHDL (12/2019 – 02/2020)**  
Semester Project (Computer Architecture)
- **Network Design for Hospital (04/2019 – 06/2019)**  
Semester Project (Data Communication and Computer Networks)
- **Line Following Robot (04/2019 – 06/2019)**  
Semester Project (Control System)
- **Laser Alarm Security System (04/2018 – 05/2018)**  
Semester Project (Electronic)

## Certification:

- **Linux NDG Unhatched (04/2021)**  
Certificate of Completion
- **Linux NDG Essential (04/2021)**  
Certificate of Completion
- **Introduction to Cybersecurity (03/2021)**  
Certificate of Completion
- **Cybersecurity Essentials (03/2021)**  
Certificate of Completion
- **CCNA Enterprise (09/2020-12/2020)**  
Certificate of Completion
- **HiLogix Internship (06/2019-08/2019)**  
(Game Developer)  
Certificate of Completion

## Academic Certificates :

<b>BS. Computer Engineering</b>	<b>Session: 2016- 2020</b>
<b>Institute</b>	<b>COMSAT University Islamabad, Lahore Campus</b>
Level Attained	Graduation
Major subjects	Data Communication and Computer Networks, Digital Signal Design, Digital Logic Design, Computer Architecture, Electronic I/II, Electronic Circuits Analysis I/II, Signal and Systems, Digital Signal Processing, Microprocessor Software Interface
<b>H.S.SC</b>	<b>Session: 2014 – 2016</b>
<b>Institute</b>	<b>Misali Zakariya Higher Secondary School, Muzaffargarh, Pakistan</b>
<b>Board</b>	<b>BISE DG-Khan, Pakistan</b>
<b>Level Attained</b>	<b>High Secondary School Certificate</b>
<b>Major subjects</b>	<b>Computer, Mathematics, Physics</b>
<b>S.S.C</b>	<b>Session: 2012 – 2014</b>
<b>Institute</b>	<b>Misali Zakariya Higher Secondary School, Muzaffargarh, Pakistan</b>
<b>Board</b>	<b>BISE DG-Khan, Pakistan</b>
<b>Level Attained</b>	<b>Secondary School Certificate / Matriculation</b>
<b>Major subjects</b>	<b>Computer, Chemistry, Physics, Mathematics</b>

## Personal Profile :

Father's Name	: Rasheed Ahmad
Nationality	: Pakistani
Marital Status	: Single
Mailing Address	: 57-F Johar Town, Lahore
Permanent Address	: MPA Road, Khairputamewali, Dist. Bahawalpur
Languages	: English, Urdu
Religion	: Islam
Hobbies	: Cricket, Reading

## Declaration & References:

I hereby declare that all the statements made above are true and correct to my best knowledge and belief. Reference will be furnished on demand.

Best Regards,  
Manan Rasheed