

ZABIHULLAH NAJEEB

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Objective

Seeking an entry-level position as an I.T. Analyst/Support Professional with a technology company that can help me restart my career in Canada. A highly driven individual with background and experiences I.T. support and physical security and protection services in Afghanistan.

I.T. Experience

I.T. Specialist

Kabul, Afghanistan | Sep 2015 - Aug 2017

Conon International Kabul Ltd.

- Installed new software and hardware components for end-user clients.
- Evaluated IT systems to ensure they meet the necessary demands.
- Assisted with network administration tasks; ensured data storage was safe & secure.
- Resolved all issues coworkers have with their IT systems and software.
- Supervised and implemented the installation, repair, troubleshooting, and maintenance of computer hardware.
- Documented upgrades/repairs to our network and workstations.
- Developed and managed project plans while providing status updates to management.
- Diagnosed errors or technical problems and determined proper solutions.
- Always Coordinate with ISP for any kind of Internet problems.
- Perform the Inventory on all IT department tools once every month and report to the top management for any issue or missing.

I.T. Assistant

Kabul, Afghanistan | Nov 2011 - May 2013

Kabul Balk Security Services

- Maintain and Troubleshooting the CCTV cameras
- Control and update the cPanel Mail Server create, update, and delete user accounts.
- Apply different type of policy in cPanel mail server for every user.
- Installed new software and hardware components for end-user clients.
- Evaluated IT systems to ensure they meet the necessary demands.
- Assisted with network administration tasks; ensured data storage was safe & secure.
- Successfully put together and configured new desktop computers for clients.
- Helped clients fix problematic computer software and printers.
- Maintained and supervised the use of the MS office application.
- Assisted up to 10 employees on a daily basis.
- Assisted with the migration from Microsoft Exchange 2003 to Microsoft Exchange 2010.

Part Time On weekends

- I and my classmate create and develop a desktop School Management System for a Hazrat Bilal Private School in C# and MySQL Lite Database.
- Create a dynamic website for another school in HTML, CSS, PHP and MySQL.
- Create and develop a desktop Shop Management system for our own company to bring it out in the market in C# and MySQL.

Physical Security and Protection Services Experience

Close Protection Officer and B6 Driver
2021

Kabul, Afghanistan | July 2018 - July

Olive Group (Contracted with the Canadian Embassy in Kabul)

- Responsible for management of the daily operations of the Physical Security Division (PSD) team.
- In charge of dispatching tactical instructions and guidelines for my team members.
- Responsible for coordinating with other PSD detail team members to ensure the protection of all officials including coordination efforts with advance support teams and on-site security.
- Briefed the client on the emergency procedures en-route & on-site and any special circumstances requiring extraordinary security prevention measures.

Risk Coordinator

Kabul, Afghanistan | Aug 2017 – Apr 2018

US AID – Assistance to Legislative Bodies of Afghanistan (ALBA)

- Reported to the PRM on all security related matters within the project.
- Identified & reported threats and incidents in Kabul and the surrounding provinces via the Viber group, SMS messaging and emails.
- Provided training to 12+ security guards.
- Arranged and communicated with B6 drivers to pick up and drop off the international staff.
- Processed security clearances for regional/area travel & movement; coordinated & tracked local staff movements.
- Conducted investigations and prepared reports on minor cases of theft, illegal entry, assault, or other incidents.

Security Manager

Kabul, Afghanistan | Jun 2013 – Sep 2015

US AID - Incentives Driving Economic Alternatives for the North, East and West (IDEA-NEW)

- Provided daily security briefing to the Program Director and other clients.
- Maintained close vigilance on the local political and security situation in all regions.
- Coordinated and arranged security clearance for staff being recruited.
- Responsible for approving all field missions inside the country for local & expat staff.
- Maintained a comprehensive list of safe havens for the areas of operations on a weekly basis.
- Liaised and coordinated with the local government and international security organizations such as UNDSS, INSO, NDS, and ANP.
- Prepared Threat and Security Assessments (TASAs); drafted written reports and provided photos for various locations as requested by the clients.

Transport Dispatcher

Kabul, Afghanistan | Sep 2009 – May

2011

US AID - Local Governance and Community Development (LGCD) and Employment and Inclusion (EI) Division

- Arranged for vehicle pick-ups and drop-offs for 110 international staff members from diverse countries of origin, when needed.
- Operated VHF, HF, sat phones and local cell phones to communicate with drivers.
- Drafted & submitted hard and soft copies of daily missions tracking reports.
- Provided radio training to all staff, drivers, and guards.
- Responded to all calls and service requests promptly and with courtesy

Security Coordinator

Kabul, Afghanistan | Jan 2007 – Sep 2009

Edinburgh International (LGCD)

- Conducted daily briefings for the guard force during shift-changes.
- Provided timely and accurate Edinburgh International formatted intelligence reports; submitted reports to the Edinburgh International regional security managers.
- Ensured the chain of command was maintained within the office

Education

BSc – Computer Science
Kardan University

Kabul, Afghanistan | Graduated Nov 2019

Diploma – English Language
Mahmood Wardak English Language Center

Kabul, Afghanistan | Graduated Dec 2006

Technical Skills

- **Communication and Documentation:** Microsoft Office 365 (*Proficiency Level: Moderate*)
- **Web Development** with HTML, CSS, JavaScript (*Proficiency Level: Starter*)
- **I.T. Networking Knowledge** in TCP/IP and OSI Model, LAN/WAN, Encryption, VPN, Routing (*Proficiency Level: Basic*)
- **Microsoft Windows** installation, configuration, troubleshooting and support (*Proficiency: Basic*)

Language Skills

- **English** (Fluent Proficiency in Reading, Writing, Listening and Speaking)
- **Pashto** (*Native* Proficiency in Reading, Writing, Listening and Speaking)
- **Farsi** (*Fluent* Proficiency Reading, Writing, Listening and Speaking)
- **Urdu** (*Basic* Proficient in Reading, Writing, Listening and Speaking)