## Resume

### ICT SUPPORT

## Personal details

**Shakeel Anjum**

shakeelhawks@gmail.com

00966547647886

House# Smart Vision Jeddah Saudi Arabia

LTV

linkedin.com/in/shakeel-anjum-124b47b1

## Skills

Data Security

Data operations

firewalls

GPS system

CMMS Work Orders

Information Technology

IT projects

Local Area Network

Windows

Routers

# Education

**Feb 2010**

**Bachelor of Arts (BA)**

Punjab University

**Computer's Hardware and Networking**

Skill Development Council

**CCNA Prepration**

Peak Solution College,Lahore

**Fiber Optic Infrastructure Specialist (SP4420)**

CommScope Academy BICSI CEC.

# Employment

**Dec 2019 - Present**

**Information Technology Manager**

Modern Construction Company, Lahore

Job responsibilities are given below as:

Set team standards to ensure deliverables are done efficiently and effectively

- Make sure programmers, software engineers, and data analysts work together to meet the
- Needs and goals of the company Plan, design, and manage IT projects Support engineering and other departments with IT tools and
- software applications.
- Ensure data security while running the company's computing needs
- Evaluate data operations, software, and other IT-related processes
- Handle IT support and web development Perform regular audit to identify potential
- problem on the system
- Improve organizational processes and systems and provide solutions to the IT needs of the
- company Supports company operations by maintaining office systems and supervising staff
- Maintains office services by organizing office operations and procedures,
- Maintains office efficiency by planning and implementing office systems, layouts, and
- equipment procurement Designs and implements office policies by establishing standards and procedures,
- measuring results against standards, and making necessary adjustments Accomplished multiple tasks within established timeframes
- Maintained professional, organized, and safe environment for employees and patrons Directs
- technological research by studying organization goals, strategies, practices, and
- user projects

## Languages

**Dec 2018 - Nov 2019**

**CCTV and Network Support**
ICAD ABHA AIRPORT, ABHA SAUDI ARABIA
* Job responsibilities are given below as:
* Installs, configures and troubleshoots Wi-Fi access points, network switches, routers, firewalls and segments for multiple separate networks
* Installs, operates and maintains expeditionary data and voice communications
* Supports all technology equipment including data, video, voice, audio visual and phones
* Provides user support of all technology equipment including data, video, voice, audio-visual and phones
* Operates and maintains Local Area Network ( LAN)
* Knowledge of wide range of ITS technologies, including Grid Smart, Fiber optic communication, VMS, and CCTV
* Installation and Commissioning of CCTV Systems
* Servicing and repairing of CCTV systems
* Splice fiber optic cables including both loose tube and ribbon cables * Construct proper splice case
* Prepare and maintain splicing records, schematics and diagrams
* Perform bi-directional OTDR testing, along with power meter testing, and capture loss to ensure splicing loss
* Ability to fusion splice SM ribbon and loose tube fiber optic cables, to include or terminate various types of fiber optic connectors (ST, SC, LC)
* Proficient in use of OTDR, Power Meter, Fiber Identifier, Light Sources, and other fiber testing equipment.

**Feb 2013 - Aug 2015**

**Network and Security Support**
AlJoudha Contracting, Alwedjh SAUDI ARABIA
* Job responsibilities are given below as:
* Local area networks (LANs) connecting computers within a limited area like a home or office
* Installing new software windows installation
* Installing new hardware (servers, printers, computer work stations etc)
* Setting up user accounts, permissions and passwords
* Overseeing security of all systems, especially the internet
* Mobile Radios and GPS system installation
* Fixing network faults
* Technical support for people using the network
* Training staff on new systems
* Day to day admin and monitoring of network use
* Security and X-rays machine services
* Suggesting IT solutions to business problems
* Making sure all IT meets industry standards
* VPN and Remote computer support
* FIDS software operating
* CCTV NVR and DVR Setting

* Network switches and VLAN management
* BMS Devices (Building management system) Fire Alarm Installation
* Test and calibrate alarm sensors, such as flame and smoke detectors
* Maintaining Facilities thorugh Preventive Notes

**Apr 2010 - May 2012**     **Office Account Assistant**

Asia Cargo, Lahore

* Job responsibilities are given below as:
* Filling documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff
* Data entry and loading other necessary information into the software programs
* Making copies of the documents, as assigned by the office managers and also according to the needs of the office
* Answering and receiving phone calls
* Sending faxes in matters related to the office jobs and related works
* Works of daily errands, that include handling communications with post office, bank, etc and providing stationery, staples etc
* Monitoring the order supplies related to the office
* Distributing the incoming mails to the respective staff
* Maintaining and organizing the paper and electronic documents
* Storing them properly for future reference
* Keeping the list of employee communication and contacts updated
* Assisting the concerned authorities in matters related to preparation of annual reports, files, weekly reports and annual magazines
* Preparing thank you letter for new members or for memorials
* Maintaining the up-to-date list of press and contact lists
* Typing speed above 50 words per mint
* Daily staff work checking report making

# Profile

Looking for a challenging position in a performance oriented organization in order to utilize my knowledge and skills and to contribute to productivity of the organization.