Rafaat Sultan

(MCSA 2012, CCNA, CCNP, Firewall, Hardware and Networking and Web designing and Web Programming)

IT support & Helpdesk, Network, System Administration, and General IT Management.

Summary

➡️ Talented IT specialist with the sense of responsible and leadership qualities to developed and maintained the IT departments with many international sectors and banking areas.

PERSONAL DATA

Father's Name: Sultan Mahmood
Date of Birth: 10/11/1992
Place of Birth: Kunar, Afghanistan
Nationality: Afghan
Religion: Islam
Gender: Male
Native Language: Pashto
Marital Status: Single

Goals & Objective

Seeking a responsible and challenging position in a growth oriented progressive Institution where my knowledge and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth

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Distinguishing Qualification

- Worked in all phases of hardware assembly, repair, and installation maintenance Network support, Software application Management with standard configuration structure.
- Ability to communicate and understand user requirements and providing solutions as per their needs.
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EDUCATIONAL BACKGROUND

EXAM	YEAR	School / Institute	Location
High School Graduated	2010	Omara Khan High School	**Kunar, Afghanistan**
DCA – Diploma in Computer Application	2014	Techno Soft	**Hyd-India**
DWP– Diploma in Web Designing and Web	2014	Apec Tech	**Hyd-India**
Programming BCA – Bachelor Computer Application	2015	Osmania University	**Hyd-India**

SEGNIFICANT, IT. CERTIFICATIONS

Subject	Year	Institution	Location
MCSE 2012	2014	Zoom Technologies	India
RHCE Linux / UNIX Administration	2014	Zoom Technologies	India
CCNA R&S/ CCNA Security/ CCNP R&S	2014	Zoom Technologies	India
Firewall	2014	Zoom Technologies	India
Hardware	2014	Zoom Technologies	India

WORK EXPERIENCE

1) **2015** till date working as IT Officer in **Dehsabz City Development Authority (DCDA).** For Kabul New City Project

Description

    Organization: **Dehsabz City Development Authority**
    Position: **IT Officer**
    Duration: **2015 till date**
    Duty Station: **Kabul Afghanistan**

Duties and responsibilities:

- IT troubleshooting and networking
- Monitoring and maintaining IT equipment and resources for maximum access and usage
- Installing and configuring computer hardware, operating systems and applications
- Troubleshooting system and network problems and diagnosing and solving hardware/software faults
- Providing support, including procedural documentation and relevant reports
- Setting up new users' accounts and profiles and dealing with password issues
- Conducting electrical safety checks on IT equipment
- many more

2) **2010-2011 worked as an Office Assistant / computer operator to Fichtner GmbH & Co.KG for the project**

Description

    Organization: **Fichtner Gmbh & Co.KG**
    Position: **Office Assistant / Computer operator**
    Duration: **2010-2011**
    Duty Station: **Kabul Afghanistan**

Duties and responsibilities:

➢ IT troubleshooting and networking
➢ Monitoring and maintaining IT equipment and resources for maximum access and usage
➢ Installing and configuring computer hardware, operating systems and applications
➢ Troubleshooting system and network problems and diagnosing and solving hardware/software faults
➢ Providing support, including procedural documentation and relevant reports
➢ Setting up new users' accounts and profiles and dealing with password issues
➢ Conducting electrical safety checks on IT equipment
➢ many more

3)   2011-2015   Worked as a General Secretary with Foreign Students Association in Hyderabad India

Description

Organization:	(GSFSA)-Foreign Students Association Hyd-India
Position:	General Secretary
Duration:	2011-2014
Duty Station:	Hyderabad India

Duties & Responsibilities:

➢ To help and support Afghan students in India
➢ To communicate with all foreign students
➢ Taking care of the rights of afghan students
➢ Attending meetings and conferences
➢ Support and monitoring of the website and social media

Personal Characteristics and Hobbies:

➢ Self – Motivated and innovative
➢ Able to Adjust in different Environment
➢ Studious and Confident
➢ Having Management and Leading Capacity.
➢ Writing essays bilingually-Pashto and English.
➢ Like reporting
➢ Working with People
➢ Listening and watching News

Computer Skills

Courses	Location	Dated	Degree
Microsoft Office Automation ❖ MS Word ❖ MS Excel ❖ Power Point ❖ Internet. ❖ Access +Project	**Ministry of Communication and Information Technology**	**2010-2011**	**Certificate**

LANGUAGES

Pashto	Native			
	Read	**Write**	**Speak**	**Understand**
Dari	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Fluent	Fluent
Urdu	Good	Good	Excellent	Excellent

REFERENCES

Masood-ur-Rahman

ICT change management officer
IESC USAID
Jalalabad, Afghanistan
Mob: 0093771489045

E-mail:masood.rahman111@gmail.com

Javeed Safai

ICT Manger, KfW (German Development Bank)
Kabul, Afghanistan
Mob: +93 (0) 777709024
E-mail:**javeed.safai@gmail.com**

DECLARATION
I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.