**Syed Anwer Naqvi**

Islamic Centre, Wood Lane, Stanmore

(Looking to relocate)

07392375084

Syedanwer88@gmail.com

***PROFILE***

An honest, hardworking, reliable and trustworthy individual who has the ability to work as part of a team as well as on own initiative. Has had many years’ experience in the IT industry also volunteer at the local community centre in their IT Team. Have completed CompTIA A+, Network+ and Security+ courses this year. Is looking to develop current skills as well as learn new ones, and is willing to undertake any training necessary to fulfil the requirements of the role advertised. Currently studying the following Microsoft courses; Windows Server 2012, 2016, SQL, Networking, Windows 7,8 & 10, SharePoint, Microsoft Office 2016, Office 365, Cisco CCNA/CCNP and MCSA 2018..

***KEY SKILLS***

* Excellent communication skills both oral and written;
* Able to work extremely well as part of a large or small team;
* Outstanding IT Skills;
* Great Project Management skills and techniques
* Great attention to detail
* Exceptional problem solving skills
* Good Managerial and Leadership skills
* Exceptional Network Troubleshooting skills

***CAREER HISTORY***

**DeWolfe Music Ltd. – Music Production Company *May 2018 - Present***

**IT Technician and Trainer**

* Installing and maintaining new Software and hardware on computers
* Co-ordinating software updates promptly
* Troubleshooting problems with IT Equipment
* Windows Server 2012/2016 Administration and troubleshooting
* Active Directory administration and network troubleshooting.
* Managing stock counts and ensuring stock levels are appropriate also ordering new stock.
* Writing up instruction manuals for each software used by the company
* Learning about different methods of using programming tools and techniques for creating new programs
* Compiling training material for new staff, on programs and software used by the company

**Eclipse Presentations – Event Management January 2018 - May 2018**

**Venue AV Technician**

* Set up of AV equipment, such as PA Systems, Lighting and Projection, Video Conferencing.
* Operating equipment during meetings and other corporate events at the Venue.
* Face to face interaction with high profile corporate clients
* Support installed AV equipment across the venue such as screens, music system, lights etc.
* Help and support other sites/venues when needed
* Assist in preparing, planning and delivering large corporate events with multiple clients.

**Blitz GES Communications – Event Management February 2014 – December 2017**

**Sound Technician (A2)**

* Testing sound equipment to be sent out for clients
* Portable Appliance Testing (PAT) all equipment being sent out to clients
* Ensuring all equipment is returned and organised in the warehouse
* Certifying that all sub-hired equipment is as requested and ensuring it is returned to the correct supplier as received
* Occasionally going on site to rig and de-rig sound equipment for specific events, as well as being involved in the rigging and derigging of other departmental equipment e.g. video and lighting
* Ensuring that all cables and non electrical items are correctly stored
* Training new staff and ensuring they are competent in scanning equipment back into the warehouse
* Preparing equipment to go out on jobs at different venues – such as Audio Desks, Microphone Kits and Televisions

**KSIMC of London *June 2005 –Present***

**Deputy Head of AV Team**

* Supporting events run at the centre and other locations by dedicating time in the planning and hosting of events
* Help create and implement upgrade systems for their IT Systems, including VPN and IP configurations.
* Have worked closely with IT Team to implement a new upgraded Wi-Fi system across whole centre with multiple access points.
* Have recently travelled to different community centres around the UK to upgrade and configure their IT/AV systems with new equipment.

***QUALIFICATIONS***

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| Dates: | Subject & Detail |
| May 2018 –  present | MCSE – Windows Server 2016 |
| Mar 2018 – April 2018 | CompTIA Security+ - Security Configuration Firewall Protection |
| Mar 2018 – April 2018 | CompTIA Network+ - Network Administration and Configuration |
| Jan 2018 –  Mar 2018 | CompTIA A+ - Level 6 –Computer & Laptop repairs and maintenance course to become a qualified IT Technician |
| Sept 2006 –  July 2008 | HNC – Electrical & Electronic Engineering – Uxbridge College |

***Other Information/ Hobbies***

I enjoy playing a variety of sports, specifically team sports, such as volleyball and football, participating in a number of tournaments throughout the year. Additionally I enjoy spending my free time outdoors, travelling and exploring new countries and cultures. I have a passion for keeping up to date with technology, and am hands on with repairing and updating technological equipment.

***References Available on Request***