



Syed Muhammad Aftab

Senior IT Executive at Peridot Products Pvt Ltd

- install and configure computer hardware operating systems and applications
- monitor and maintain computer systems and networks
- talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- troubleshoot system and network problems, diagnosing and solving hardware or software faults
- replace parts as required
- provide support, including procedural documentation and relevant reports
- follow diagrams and written instructions to repair a fault or set up a system
- support the roll-out of new applications
- set up new users' accounts and profiles and deal with password issues
- respond within agreed time limits to call-outs
- work continuously on a task until completion (or referral to third parties, if appropriate)

Strengths & Skills

- ✓ 2D/3D Rendering
- ✓ Email servers
- ✓ Microsoft Windows XP
- ✓ Web servers
- ✓ Windows NT
- ✓ Networking
- ✓ Search Engine Optimization (SEO)
- ✓ Network Server Technology
- ✓ 3D Animation
- ✓ File servers
- ✓ Multimedia/3D graphics creation
- ✓ Web Services
- ✓ Windows Server configure & troubleshoot
- ✓ Print servers
- ✓ Local Area Networks
- ✓ Application servers
- ✓ Magento
- ✓ Web Platforms
- ✓ Windows for Workgroups
- ✓ WordPress
- ✓ Information Technology
- ✓ Network Installation

Experience 6 years

PIQC Institute of Quality System Administrator	1.1 years	Oct 2014 - Nov 2015
Shivani Financial I.T Executive/ Webmaster	3 years	Sep 2011 - Sep 2014
Karachi Gymkhana Club I.T Analyst/ Web Developer	11 months	Aug 2010 - Jul 2011
Ziauddin University I.T Officer	1.3 years	Jan 2009 - May 2010

Projects

Dissertation Villa (SEO Project) (Dissertation Villa)

www.dissertationvilla.com

Search Engine Optimization

Reliable Securities. London, UK (Web Developer) (Reliable Securities)

www.reliablesecurities.co.uk

PHP based website project

Arabian Sea Enterprises Website (Movenpick Hotels)

<http://arabiansea.com.pk>

Contact Info

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Karachi, Pakistan

Academics

BSCS (Bachelor of Science Computer Science) | 2015 | 3.2 CGPA

Virtual University of Pakistan, Karachi

Certifications

MCSE

Microsoft Corporation

Starting July 2016

Microsoft Certified Professional

Microsoft Corporation

Starting May 2016

MCITP

Microsoft Corporation

Starting June 2011

Awards

- Employee of the year | 2012

Industries

- Fast Moving Consumer Goods (FMCG)
- Banking/Financial Services
- Education/Training
- Food & Beverages
- Healthcare/Hospital/Medical
- Information Technology
- Manufacturing
- Personal Care and Services
- Retail

Functional Areas

- Computer Networking
- Client Services & Customer Support
- Management Information System (MIS)
- Search Engine Optimization (SEO)
- Teachers/Education, Training & Development

Languages

- English - Native
- Urdu - Native

Hobbies

- Computer Games

PIQC Institute of Quality**Oct 2014 - Nov 2015 (1.1 years)****System Administrator****Karachi, Pakistan**

- Installing and configuring computer hardware operating systems and applications
- Monitoring and maintaining computer systems and networks
- Talking staff or clients through a series of actions, either face to face or over the telephone to help set up systems or resolve issues
- Setting up new users' accounts and profiles and dealing with password issues
- Responding within agreed time limits to call-outs
- Working continuously on a task until completion
- Rapidly establishing a good working relationship with customers and other professionals, e.g., software developers
- Testing and evaluating new technology
- Conducting electrical safety checks on computer equipment troubleshooting system and network problems and diagnosing and solving hardware or software faults
- Replacing parts as required
- Providing support, including procedural documentation and relevant reports
- Supporting the roll-out of new applications

Shivani Financial**Sep 2011 - Sep 2014 (3 years)****I.T Executive/ Webmaster****Karachi, Pakistan**

Brand development, web site traffic growth, web site UI and advertising revenue. Developed brand strategy and statistics systems.

- 6+ LAMP experience
- Linux Administration
- Apache Administration
- PHP 5 advanced development experience with knowledge of MVC design pattern
- MySQL experience with extensive knowledge of optimizing and normalizing data (when possible) for high availability

Karachi Gymkhana Club**Aug 2010 - Jul 2011 (11 months)****I.T Analyst/ Web Developer****Karachi, Pakistan**

Technical support:

- Perform hardware and software maintenance duties
- Troubleshoot and correct hardware/ software computer and network problems
- Assist with the maintenance and operation of approx. 100 workstations
- Assist in computer related duties and timing of our sports events
- Ensure all daily tasks including backups complete successfully
- Offer technical support of telephone system

Ziauddin University**Jan 2009 - May 2010 (1.3 years)****I.T Officer****Karachi, Pakistan**

Computer Systems Maintenance

- Perform system upgrades as necessary for software and hardware related components as needed
- Perform light administrative duties on network servers
- Monitor backup procedures and perform occasional recoveries to ensure backup integrity
- Assist with contacting vendors and service providers of IT equipment and supplies for efficient and effective office operations
- Ensure all daily tasks including backups complete successfully
- Offer technical support of telephone system
- rapidly establish a good working relationship with customers and other professionals, such as software developers test and evaluate new technology
- conduct electrical safety checks on computer equipment.
- maintaining records of software licences
- managing stocks of equipment, consumables and other supplies

Online presence Development, Maintenance and Communications

- Work with Communications division to manage website information to ensure content, style and presentation is appropriate for web-based publishing
- Monitor site traffic, and ensure user accessibility to the site
- Provides analysis and recommendations for Internet, Intranet, and other technical environments

Dissertation Villa (SEO Project)**Jun 2015 - Present (2.7 years)****Company:** Dissertation Villa / Arsalan Ahmedwww.dissertationvilla.com**Tools:** Search Engine Optimization

Responsibilities

- Execute tests, collect and analyze data, identify trends and insights in order to achieve maximum ROI in paid search campaigns
- Track, report, and analyze website analytics and PPC initiatives and campaigns
- Manage campaign expenses, staying on budget, estimating monthly costs and reconciling discrepancies.
- Optimize copy and landing pages for search engine marketing
- Perform ongoing keyword discovery, expansion and optimization
- Research and implement search engine optimization recommendations
- Research and analyze competitor advertising links
- Develop and implement link building strategy
- Work with the development team to ensure SEO best practices are properly implemented on newly developed code
- Work with editorial and marketing teams to drive SEO in content creation and content programming
- Recommend changes to website architecture, content, linking and other factors to improve SEO positions for target keywords.

Reliable Securities. London, UK (Web Developer)**Feb 2013 - Jul 2015 (2.4 years)****Company:** Reliable Securities / Muhammad Hammad Hussainwww.reliablesecurities.co.uk**Tools:** PHP based website project

CCTV, Camera installation, Alarm systems and other security products provide in London, UK.

I have been working as a Web Developer on contract basis.

Arabian Sea Enterprises Website**Company:** Movenpick Hotels / Rizwan Manai<http://arabiansea.com.pk>**Tools:** WordPress website build from scratch