Muhammad Nadeem   +92-332-3139793

Career Objective

I am seeking a creative and challenging position within the Information Technology department That enables me to gain valuable experience and improve my Computing Skills.

ACADEMICS:

Degree/Certificate	Year	Institution
BS (Computer Science)	2014	Preston University
F.Sc (Computer Science)	2008	Gov't Degree College
Matric	2006	Karachi Board

Experiences:

Karachi Shipyard: Ministry of Defense   Feb 2020 Present.
PC Support Engineer

Job Responsibilities

- ➢ Create new User accounts
- ➢ Manage active directory domain controller
- ➢ Password reset service
- ➢ Patching/software upgrades
- ➢ Create and maintained email addresses
- ➢ Backup/recovery
- ➢ Add user domain account to workstation
- ➢ Resolved relevant warnings or errors displayed on screen
- ➢ Ensure that the system is configured according to IT recommendations
- ➢ Follow up with clients to ensure their IT systems are fully functional after troubleshooting
- ➢ Installing and configuring computer hardware, software, systems, networks, printers and scanners
- ➢ Manage DHCP server
- ➢ Monitor Data center & cooling systems

AJ Traders: **August 15, 2019 to February 2020**

IT Executive:

Job Responsibilities

➢ install and configure computer hardware operating systems and applications
➢ troubleshoot system and network problems, diagnosing and solving hardware or software faults
➢ 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
➢ Assist users and provide PC laptops printer and network break support
➢ troubleshooting on server 2012
➢ Create and update records and databases with personnel, financial and other data
➢ Implement and ensure upkeep of daily tape backups
➢ Responsible for troubleshooting internet issues
➢ conduct electrical safety checks on computer equipment

Reflections: Project of Ibadullah welfare trust **November 13, 2017 to May 2019**

IT Executive: I.T Department

Job Responsibilities

➢ Administrating and troubleshooting on server 2012
➢ Managing active directory domain controller
➢ Managing DHCP Scope & Reservations
➢ Managing file server
➢ Managing pf sense server
➢ Providing advice on selection and purchase of IT equipment
➢ Managing user accounts and giving share & security level permissions
➢ Cabling & equipment accordingly as per the requirement
➢ Responsible for maintaining the company strategy like designing, implementing and Maintenance of enterprise network components
➢ Responsible for troubleshoot Microsoft windows issue
➢ Responsible for troubleshooting internet issues
➢ Responsible for troubleshooting network printer and devices
➢ Responsible for the installation of software's like antivirus, MS office etc.

National Bank of Pakistan   September 2015 to Nov 2017

Technical IT Coordinator: I.T Department

- Analysis of issues and propose Solutions In case of issue/bugs perform coordinate with
- Senior authority and rectify the issues and document the issue
- Prepare training manual and provide the training for those issues which appear with high frequency
- Daily/weekly/monthly basis monitoring of the servers it is my responsibility to update all the branches of Karachi
- Supporting users and network administrators over the telephone and by email and Configuration and testing of any new hardware and software

Artistic Garment Industries (Pvt.) (Ltd.)   January 2014 to March 2014

Assistant Network Administrator: I.T Department

- Provide the technical support to all branches
- Troubleshooting and maintenance of network and workstations
- Providing Network connectivity support
- Providing Help Desk IT support for End users
- Effective in resolving queries, Incidents and Problems
- Assign authority to users on server 2008 DHCP, DNS, File server

Technical Skills

Technical expertise	:	Creative problem solving, Team work
Network skills	:	MCSA, CCNA, A+ N+, Network & Hardware
Operating system	:	Windows,7,8,10 Server 2012
Software Packages	:	MS-Office, western union, pf sense
Designing Tools	:	Profile, putty, VMware

Certifications

FORTINET NSE Certified

Network Security expert

Network Security Associate 1
Network Security Associate 2

Personal Dossier

Date of Birth	:	11-07-1989
Languages known	:	English and Urdu
Phone	:	+92-332-3139793
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