MUHAMMAD SHOAIB ABRO

Contributing significant impact to cost reduction and profit maximization through innovative technology planning, sound operating standards and procedures, and reliable IT infrastructure.

CAREER SUMMARY & KEY ACHIEVEMENTS

I.T System Administrator Nov, 2015 – Aug, 2017	*Suraj Cotton Mill Ltd.* *Equity Textile Mill Ltd.* *(Muhammad Amin & Muhammad Bashir)* http://www.suraj.com http://www.equitytextiles.com.pk

Job Description

- ➢ *Development and implementation of new systems.*
- ➢ *Manage and maintain three remote sites of Company located at Nooriabad Mills and Lahore Mill.*
- ➢ *To ensure maximum availability of computer systems and network devices throughout the Company.*
- ➢ *Manage Microsoft technologies such as Windows 2003 Sever, Windows 2008 & Windows 2012 (Active Directory) ISA Server 2006 Enterprise Edition & TMG 2010. Manage and maintain local Mail Server M-Daemon and external email correspondence and communication.*
- ➢ *Design, implement and manage the network infrastructure, including components such as switches, routers and installation of additional servers.*
- ➢ *Applications, Local and / or Wide area networks, IT security and telecommunications*
- ➢ *Working with senior management to propose, agree and deliver IT services to defined Service Level Agreements.*
- ➢ *Line Management of the company's IT support staff, including staff appraisals, disciplining, pay reviews and career development.*
- ➢ *Responsible for IT hardware, software and maintenance procurement.*
- ➢ *Identify departmental needs and make suggestions regarding technical direction.*
- ➢ *To develop and maintain a disaster recovery plan of overall Company's IT data and information.*
- ➢ *Manage Oracle Technologies such as Oracle Database 10g & Application Server 10g.*
- ➢ *Deploy and Manage CCTV Cameras (DVR) and recorded data.*
- ➢ *Provide a monthly written report to the CEO on all aspects of the IT Department.*

Manager I.T May, 2013 – Oct, 2015	*Alpha Insurance Company Limited.* *(Subsidiary of State Life Insurance Corporation of Pakistan)* http://www.alphainsurance.com.pk

Select to lead strategic planning, technology directions/initiatives, and daily management of LAN/WAN and telecommunications operations serving more than 300 employees and 1000 plus clients/customers. Manage, design and implementation of major upgrades; support help desk operations; and oversee data architecture planning. Improve company's response to critical IT projects by developing 24x7, three-person of I.T department.

Job Description

- ➢ *Maintain safe and healthy working environment by establishing and enforcing organization standards; adhering to legal regulations.*
- ➢ *Sustain information systems 'outcomes by defining, delivering, and supporting information systems.*
- ➢ *Assess information systems' consequences by auditing application of systems.*
- ➢ *Enhance information systems by identifying information systems technology opportunities and developing application strategies.*
- ➢ *Safeguard assets by planning and implementing disaster recovery and back-up procedures and information security and control structures.*
- ➢ *Accomplish financial objectives by determining service level required; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.*

- ➤ *Undertake information systems' staff roles by communicating job expectations; planning, monitoring, and appraising job responsibilities; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.*
- ➤ *Contribute to team effort by accomplishing related results as needed. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.*

I.T Incharge Oct, 2010 – May, 2013	*Crescent Star Insurance Company Limited.* http://www.cstar.com.pk

- ➤ *Initiated organizational and operational development for 7 nationwide IT sites serving more than 150 employees and 1000 plus clients/customers. Supervised and provided technology leadership for LAN Services, Desktop Services, Messaging Services, Application Development, Wide Area Data and Telecommunication Communication Services by developing 24x7, three-person of I.T department.*

EDUCATION, CERTIFICATIONS & TECHNICAL TRAINING

ACADEMIC EDUCATION

MS (I.T)   IN   **2008**   FROM   **PRESTON INSTITUTE OF MANAGEMENT SCIENCE & TECHNOLOGY**.
BS (CS)   IN   **2005**   FROM   **NEWPORT INSTITUTE OF COMMUNICATION & ECONOMICS**.

PROFESSIONAL CERTIFICATIONS

CISCO CERTIFIED: CSCO11181055
   CCNP -   **Cisco Certified Network Professional**.   IN   **2008**
   CCNA -   **Cisco Certified Network Associate**.   IN   **2007**

PROFESSIONAL TRAININGS

- ✓ CCNA & CCNP (Routing & Switching).
- ✓ Microsoft Certified I.T Professional (MCITP-2008)
- ✓ Exchange Server 2010.
- ✓ Threat Management Gateway 2010.
- ✓ Microsoft Certified System Engineering (MCSE-2003).
- ✓ Internet Security Acceleration (ISA 2004&2006).
- ✓ Linux Administration (Red Hat System Administration).
- ✓ Microsoft Office Suite 2003, 2007 & 2010.

PROFILE

PERSONAL PROFILE

CNIC	:	42501-8082023-7
DATE OF BIRTH	:	21ST JULY, 1983
NATIONALITY	:	PAKISTANI
MARITAL STATUS	:	MARRIED
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