



**Imtiaz Hussain**

Deira Dubai ■  
Dubai, United Arab Emirates ■  
+971 55 185 2210 ■  
[imtiazuch@gmail.com](mailto:imtiazuch@gmail.com) ■

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*IT Engineer/ System Administrator/ Technical Support*

Respected Manager HR,

I'm aware, through your online posting of IT position which is available within your department. Please accept this letter and resume as my official application expressing my interest in this position. I've worked in this field for over 9 years in NADRA (National Database and Registration Authority) Ministry of Interior, Govt of Pakistan. I'm confident that my skills and training perfectly match the requirements listed for this job.

A brief outline of my educational background and experience that make me a great candidate for this position are summarized below. I have experience in the following areas:

- Windows Server 2003/2008/2012.
- Windows 7, Windows XP, Windows Vista
- Microsoft Office 2010, 2013 and Microsoft Office 365.
- Microsoft Communications Technologies (Exchange 2010)
- Experience with design, installation, and maintenance of Active Directory, DNS, DHCP, Group Policies and Exchange
- Installing and testing software upgrades
- Knowledge and Experience in (VMWare) Virtualization.
- Experience of Symantec System Recovery.
- Providing helpdesk support
- Installing and supporting basic Microsoft applications
- Installation of PC Workstations, Servers, RAID, tape and disk backup systems
- Knowledge of related products: TMG 2010, Microsoft Lync server, Symantec Endpoint Enterprise MS SQL Servers, PHP, and MySQL
- Biometric technology (Segam, Cross match, Cogent)
- Smart ID (Computerized National ID Card) Data processing

My personal attributes include excellent interpersonal and communication skills, the ability to pay close attention to details and I have a Master's degree in Computer Science from Virtual University of Lahore, Pakistan. I'm energetic, self-motivated and proactive. All of which are qualities that I'm sure your company can appreciate.

I'm confident that a meeting would be in both our interest and would be grateful for the opportunity to discuss how my qualifications can contribute to your company. Please contact me at +971 55 185 2210 for an interview.

Sincerely,

*Imtiaz Hussain*

Imtiaz Hussain



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*IT Engineer/ System Administrator/ Technical Support*

### Professional Profile

- Extensive 12 years experiences in installation, administration and networking in various environments.
- Thorough knowledge of MS Windows 8, MS Windows 7, MS Windows Vista, MS Windows XP, MS Windows 2000 Server, MS Windows Server 2003, MS Windows Server 2008, TCP/IP.
- Active Directory Services; Active Directory Group Policy Objects (GPO); Group Policy Management Console (GPMC); DHCP; WINS; and DNS.
- Excellent command of running projects employing industry standard project management techniques.
- Extensive documentation and training experience.
- Successful project and technical team leader and motivator.

**Operating Systems:** Windows 8, Windows 7, Windows Vista and Windows XP.

**Microsoft Servers:** Windows Server 2012 R2, Windows Server 2008 R2, Windows Server 2003.

**Microsoft Communications** Good knowledge of Microsoft Lync Server 2010

**Technologies:** Microsoft Exchange 2007, Microsoft Exchange 2010

**Software:** MS Office 2010 Professional, MS Office 2013 and 365.

**Virtualization:** Hyper-V, VMware, Microsoft Virtual Server 2008 R2 VMware.

**Networking:** LAN/WAN Administration, VPN, TCP/IP, Cisco and Managed Switch Configuration

**Protocols:** DNS, HTTP, IMAP/POP3, SMTP, LDAP, DHCP, NAT.

**Anti-Virus:** Kaspersky Antivirus Enterprise, Symantec Antivirus Endpoint Protection Administration (Deploying and Managing). Symantec System Recovery.

**Databases:** MS SQL Server 2000 standard and enterprise, MS SQL Server 2005 & 2008 Enterprise/Standard Edition. MySQL Standard/Enterprise Edition.

### Professional Accomplishments (Corvit Systems Islamabad)

- **MCTS** Windows Server 2008 Active Directory Configuration (70-640).
- **MCTS** Windows Server 2008 Network Infrastructure Configuration (70-642)
- **MCTS** Windows Server 2008 Applications Infrastructure Configuration (70-643)
- **MCTS** Windows 7 Configuration (70-680)
- **MCTS** Windows 7 and Office 2010 Deployment (70-681)
- **MCITP** Server Administrator (70-646)
- **MCITP** Enterprise Administrator (70-647)
- **TMG** Microsoft Forefront Threat Management Gateway 2010 (70-158)
- **MCTS** Configuring Exchange Server 2010 (70-662)
- **CCNA** Cisco Certified Network Associate (640-802)

### Education

Masters in Computer Science

Virtual University Lahore, Pakistan  
(2012)

## **Professional Experience**

### **Ajwa Enterprises (Pvt) Ltd. Head Office Islamabad, Pakistan**

Sr. System Administrator

Nov 2013 to April 2014 ( 1 Year and 5 Months)

#### **Responsibilities**

- Administration of Active Directory including user creation, group policy creation and permissions assignments.
- Deploying and Managing Symantec Endpoint Protection.
- Configuring and supporting Symantec endpoint security solution.
- Monitoring client antivirus network through Symantec console.
- Manage all domains through Symantec Endpoint Protection console ( create and manage administrator accounts, domain administrator account and limited administrators accounts)
- Maintain the licenses of the software (MS office, MS windows Servers, Symantec endpoint and etc...)
- Administration of MS Exchange 2010, mailbox administration.
- Assign mailboxes to accounts created in other departments.
- Manage Exchange storage
- Experience with Archiving and Troubleshooting MS Outlook 2010 issues

### **NADRA (National Database and Registration Authority), Headquarters Islamabad, Pakistan**

Systems Administrator

November 2004 to November 2013 (9 Years)

- Work on DHCP Server, DNS Server,
- Work on Active Directory, Create User, Creating users Assigning Group Policies
- MS outlook 2003, 2007 and 2010 Configure on Client workstation.
- Configure Access Point , Router
- All Users Support hardware and Software
- All LAN network support
- Create the backup MS Outlook and User data.
- Work on window XP,7,Vista ,8 and Server 2003,2008 R2,2012
- Troubleshooting software and hardware.
- Configure and Install xp,vista,7 server 2003 and 2008R2
- Connecting Cisco Switch and Manage LAN environment
- Configure Network Printer,
- Install and configure NADRA software (ERP, Customer Relationship Management, ID card applications)
- Install and configure biometric devices (Segam, Cogent, Cross match)
- Configuration of AFIS (Automated Facial Identification System)
- Create backup SQL,2005,2008 daily basis
- Process of CNIC/ Smart Card (Computerized National Identity Card)
- Installation of Kaspersky Enterprises Edition (End point protection)
- Configure Network Printer.
- Installing and testing software upgrades
- Create IT Assets report like Software, Computers, Laptops, Printers, Cartridge