



Mr. Afzal Khan

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Key Skills

Skill to Manage different types of IT Application Projects

Maintain Database & system security

Maintain system efficiency

MS Office Proficiency (Word, Excel, PPT)

ERP and Other Application Support

Designing, implementing, and troubleshooting Window server & SQL DB security solutions.

SQL Server Upgrade & Migration

Performance Optimization/Monitoring

Helpdesk, Incident & Problem Management

Soft Skills

Change Agent

Collaborator

Motivational Leader

Communicator

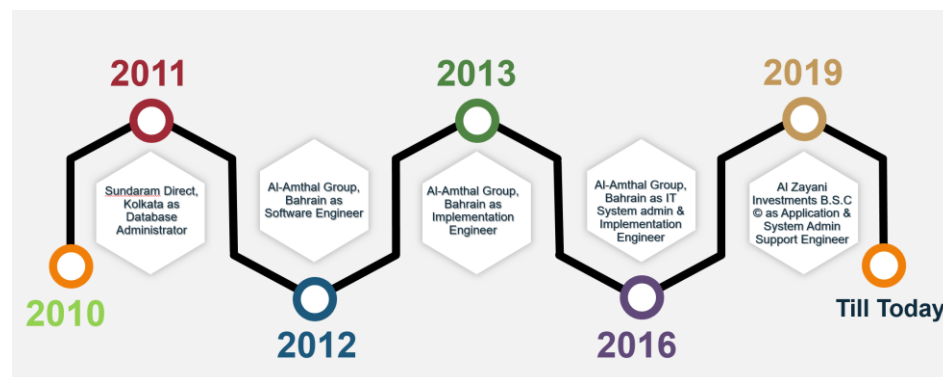
Thinker

Planner

Profile Summary

- Offering 9+ years' experience with impressive success in IT System Admin & Application Support Specialists and Interpreting data, analyzing results using statistical techniques in automotive industries.
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.
- Acquiring data from primary or secondary data sources and maintaining databases.
- Maintaining overall health & administration and experience in designing, implementing, and troubleshooting Window Server, SQL Server Admin.
- Closely interaction with clients to analyze IT system requirements, clients information technology needs and their resources in order to plan IT projects and fulfill clients.
- Responsible in planning and implementing MS SQL Server Security and Database Permissions.
- Install and Configure DNS, Active Directory, DHCP servers, SharePoint Server.
- Securing Active Directory Administrative Groups, Accounts and OU.
- Maintaining SQL Database recovery, backup, security DB login, recovery and disaster recovery Procedures, monitoring, troubleshooting related issues on SQL Database.
- Proficient in resolving issues related to database, backup and recovery
- Experience in PMP Best Practice Project Management and in aligning IT processes with ITILv3 Process by establishing Change, Incident & Problem Management meetings.
- Possess excellent communication, analytical, and problem-solving skills

Career Timeline





Education



ERP & Software

- **Master in Information Technology (MBA)** from **NIBM**
 - **Diploma in Software Engineer (ACCP)** from **Aptech** (Grade A+)
 - **Diploma in Leadership and Management** from **SHAW Academy, European Qualifications Framework.**
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- Kerridge Administrator
 - ERP System (HRMS & Accounts Systems)
 - SharePoint Admin
 - Time Attendance Systems
 - Payroll Systems
 - Inventory Systems
 - Mobile Assets Systems
 - Odoo Enterprise system Implementation & Technical support
 - CarPro Application Suite Systems
 - Fleet Management systems
 - FMG – Macro System Admin (POS, TA & Inventory)
 - Sage ERP 300 & 500 Technical Support
 - Tally ERP 9 Technical Support
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Database

- SQL Server Administrator above like 2008, 2012, 2016
 - MySQL
 - Access Database
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Technical Skills

- Operating Systems: Windows Server 2012, Window 7 and above.
 - Database: SQL SERVER 2005, 2008, 2012 & 2014 and above administration
 - Programming Languages: HTML, ASP.NET & C#
 - Windows Server: 2003, 2008, 2008R2, 2012 & 2014 and above administration
 - VMWare, Hyper-V, IIS installation & configuration & Troubleshoot.
 - Design Tools: Dream weaver, Photoshop.
 - Documentation: MS Office XP, 2003, 2007 & 2010 & 2013 and above
 - Networking: LAN, WAN, DNS, DHCP, Proxy Server, troubleshooting Maintenance
 - Installing, Troubleshooting & Maintenance of the database servers
 - Time Attendance specialist in biometric time and attendance devices technician
 - Anti-Viruses: Install and configure McAfee, AVG, Norton, and Kaspersky.
 - Server hardware planning & implementation, troubleshooting and maintenance
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Work Experience

February, 2016 and till present



Certification

Auditor: ISO 9001-2008 (Quality Management System) from INFURA Consultancy Group.

ACCP-Aptech Certified Computer Professional (Diploma Software engineer) from Kolkata - APTECH.

July, 2011 and February, 2016



Al-Zayani Investments B.S.C (c) & Sub-division

(Euro Motors, Zayani Motors, First Motors, Bodyworks, Zayani Leasing, Body-shop, Zayani Properties, Zayani Food Company) – Bahrain

as **Application Support Administrator (Automotive Industries)**

Roles & Responsibility:

- Perform business analysis, technical analysis and system design
- Perform application support on **Kerridge system, Time Attendance Application, Online vehicle Registration Support, Eportal (Leave Application), Mobile Assets (Inventory System), Consumables system and Payroll system.**
- Interpreting data, analyzing results using statistical techniques.
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.
- Acquiring data from primary or secondary data sources and maintaining databases.
- **Manage engines Products: Helpdesk, ManageEngine Analytics Plus and Manage engine Desktop Central, Change Management, Assets Management, Project Management.**
- Responsible for Training staff on software and hardware, Documenting the Project, Installation Documents and User Manuals.
- SharePoint Administration (hands on Site permission, site creation, user permission, database permission, reports, documents permission)
- **Window Server 2012 administrating and troubleshooting.**
- VMware Installation, configuration, and troubleshooting.
- Responsible in planning and implementing MS SQL Server Security and Database Permissions.
- **Implemented the SQL Login Security for developers and users & setting up backups for the newly created databases.**
- Installed, authorized and Managed reports in SQL Server 2012 and above
- Scheduling transfer of backups and log files to different servers.
- Troubleshooting and resolving various performance issues and tuning.
- Performed daily task including backup & restore by using SQL Server management plan, SQL Server profile and SQL Server agent.
- Export and Import data from other data source like flat file using Import/Export through SSIS and DTS.
- Recovery the database from backup in disaster.
- Experience in log shipping, mirroring and different type of Replication for high availability of Server.
- Excellent oral and written communication skills, with the ability to engage with senior management

Al-Amthal Group –Manama-Bahrain as IT Software Engineer & ERP Implementations officer

Roles & Responsibility:

- Worked closely with clients to analyze IT system requirements, client's information technology needs and their resources in order to plan IT projects and fulfill client's expectations.
- Developed IT system specifications after evaluating customer's nature of work and business volume Solved clients IT issues – Determined changes, recommended quality software, projected modifications of software, hardware and networking.

Achievements



Microsoft Certificate of Achievement from Bahrain Aptech : -

- ❖ **Administrating MS SQL 2014 Database**
- ❖ **Quervinq MS SQL 2014**

Manage Engine completed training & Examination on Desktop Central – by ZOHO.

Tally ERP 9 VAT completed training – by Tally ERP 9.

February,2010 and June, 2011



SUNDARAM DIRECT

- Monitored the execution of strategies, kept up to date with the new technology and researched latest Information technology market trends.
- Assisted clients with IT solutions; prepared written reports on solutions offered.
- Recommended the purchasing of new IT systems, presented new IT features/software and reported project progress to the management.
- System Administrator to SQL Server & Window Server for Installation & Configuration of SQL Server on Windows Sever 2003/2008/2008R2/2012, applied service packs and security fixes.
- Applying the SQL Login Security for developers and users & setting up backups for the newly created databases.
- Scheduling transfer of backups and log files to different servers with the SQL Agents
- Responsible for change managements, created the documents for Windows Server and SQL Server and service packs installations.
- Implemented the recovery process to restore lost data caused by users or system failure.
- Technician to Desktop support, Application support, Time Attendance software & hardware support.
- Troubleshoot for router, printer and scanner.
- Responsible for Documenting the Project, Installation Documents and User Manuals.

Sundaram Direct, Kolkata, West Bengal (India) as IT Data Analyst and Database Administrator

Role & Responsibility:

- Interpreting data, analyzing results using statistical techniques
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Acquiring data from primary or secondary data sources and maintaining databases
- Responsibilities include designing and monitoring Data in SQL Server 2008 and 2008R2
- Responsible for Data security, Daily backup monitor, SQL Logs monitor using Audits, Server Audits Specification and Database Audits Specification.
- Monitoring Database backup logs, Application permission, and user data permission.
- Maintained history SQL logs, any alerts and any jobs fails.

Professional Experience:

- Working as **IT System Admin & Software Support Engineer** in **Al Zayani-Investment B.S.C(c)** including sub division **Euro Motors, Fist Motors, Zayani Motors, Zayani Leasing, Zayani Properties, Bodyworks, Bodyshops & Zayani Foods** in Bahrain from **Dec. 2019 until now.**
- Worked as **IT Application Support Engineer** in **Al Zayani-Investment B.S.C(c)** including sub division **Euro Motors, Fist Motors, Zayani Motors, Zayani leasing, Zayani Properties, Bodyworks, Bodyshops & Zayani Foods** in Bahrain from **Feb. 2016 till Nov. 2019.**
- Worked as **IT Software Engineer & ERP Implementation officer** in **Al Amthal Group** from **1 July 2011 and 20 February 2016.**
- Worked as **Data Analyst and Administrator** in **Sundaram Direct, Kolkata, West Bengal (India)** from **1st- Febuary2010 and 30 June 2011.**

Personal Details

Name	:	Mr. AFZAL KHAN
Date of birth	:	11th September 1987.
Father's Name	:	Shah Alam Khan
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English & Hindi
CPR	:	870931300
Passport No	:	J4850393
Bahrain Driving License No	:	870931300
Bahrain Driving License expire	:	10th January, 2022
Expiry Passport	:	20th January, 2021
Visa Status	:	Employment Visa