*BY THE GRACE OF ALLAH MERCIFUL AND BENEFICIAL.*

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| **SYED**  **AUN RIZVI** | **Permanent Address**:  780 P Block Sabzazar LAHORE, PAKISTAN |  |
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| **OBJECTIVE** | To obtain a position in a dynamic organization that requires dedication and hard work from individuals and in turn offers an environment for continuous knowledge and skill development. |
| **PROFESSIONAL EXPERIENCE** | **Employer**: Haseeb ullaha Traders  **Designation:** IT Incharge  **Duration of Job: 2008 to 2010**  **Organization:** A company that leading provider of quality used /refurbished computers and IT equipment such pc`s, desktops, towers, base units, Tfts, complete systems, monitors, laptops, notebooks, printers, computers parts etc and offer services and Networking Solutions We establish company network domain server and workgroup in wire and wireless setup, print server, data server, internet server and mail server  **Job Responsibilities:**   * Implements network security * Oversees the administration and maintenance of computer stations and software for company and provides additional support if necessary * Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary. * Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner. * Builds and maintains vendor relationships and manages the purchase of hardware and software products. * Manages the purchasing of all software, hardware and other IT supplies at the regional level. * Ensures that company assets are maintained responsibly.   **Employer**: Ali Murtaza Associates  **Designation:** IT Incharge  **Duration of Job:** 2011 to 2013  **Organization:** ALI MURTAZA ASSOCIATES is one of the leading forces in the apparel industry they have two manufacturing facilities strategically located in Lahore and Karachi and offer one of the largest production capacities in PAKISTAN. AMA have been ranked as one of the top five exporters of woven garments from PAKISTAN.  **Job Responsibilities:**   * Implements network security * Oversees the administration and maintenance of computer stations and software for company and provides additional support if necessary * Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary. * Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner. * Builds and maintains vendor relationships and manages the purchase of hardware and software products. * Manages the purchasing of all software, hardware and other IT supplies at the regional level. * Ensures that company assets are maintained responsibly.   **Employer**: Crossroads  **Designation:** IT Incharge  **Duration of Job:** 2013 to 2016  **Organization:** CROSSROADS Pvt. Ltd. has a long-standing commitment to sustainability. Indeed, the principle of sustainability is incorporated into every aspect of the company's business from product design to manufacturing and distribution. From its early days in 2002 as a manufacturer of knits and woven, it has expanded its product range and now specializes in design manufacture, marketing, and distribution of ready-to-wear apparel and accessories.  **Job Responsibilities:**  **Primary Responsibilities:**   * + - Prepare Scope and requirements gathering documents     - Prepare Business process and module configuration documents     - Implement Microsoft Dynamics according to Sure step implementation methodology     - Linked to the business cycle with MS Dynamics and prepare Functional design     - Prepare all the documents to follow the status of the project     - Prepare and document features mapping & User manual document     - Perform and document gap analysis report     - Master data preparation support     - Data integration and uploading     - Provide full training and Pilot run for the applications & reporting tools     - Problems diagnosing & troubleshooting     - Implement & support different customer's base     - Implementation of Dynamics in multiple companies and multiple locations environment     - Create financial reports using financial report creation tools     - Prepare all necessary documents for Sign off phase.   **Employer**: Center of Strategic Research Evaluation and Development  **Designation:** IT and Reporting Manager  **Duration of Job:** 2016 to 2020  **Organization:** CSRED offers multinational, government and non-government clients, quantitative & qualitative research services including design and implementation of Baseline Studies, Needs Assessments, Mid-Term and Post-Evaluation Studies, Impact Assessments, Knowledge, Attitudes & Practices Surveys, Enterprise Development Surveys, Citizens’ Report Card Surveys and etc.; by involving the online methodologies, as well.   * + - Researches new products, tests, and methodological instruments and reports to the principal investigator relative to feasibility, quality, and benefits of such new developments.     - Adapts procedures or methods relative to changes in research projects.     - Designs and implements research protocols; designs safety procedures.     - Collates and analyzes complex data.  Maintains microcomputer database.     - Summarizes completed protocols and studies; writes scientific articles and manuscripts for publication and presentation.     - Supervises the safe handling or radioactive and hazardous material; coordinates purchasing requests and writes specifications and justifications for equipment purchases.     - Supervises junior research associates, graduate students, and student workers in the laboratory.     - Prepares analytical reports relative to research data.     - Monitors progress of research projects and coordinates information between departmental sections. |
| **SUMMARY OF QUALIFICATION** | **Board:** PU, Lahore.  **Certificate**: B.A  **Board:** BISE, Lahore.  **Certificate**: I. Com  **Board:** BISE, Lahore.  **Certificate**: Matriculation (Science) |
| **TECHNICAL SKILLS** | * Systems: Windows (2000, 2003, 2007, 2008), Server (2000, 2003, 2008, 2008r2) * Hardware: Servers, Hubs, Routers, Switches, PC’s * Software: MS Office Suite, MS Dynamic AX * Networking: TCP/IP, DHCP, Ethernet, |
| **PERSONALITY**  **TRAITS** | * Can work individually as well as in teams * Uses initiative to meet and resolve complex tasks * To communicate with people and to convince them efficiently. * Possessing analytical approach to different circumstances. |
| **PERSONAL INFORMATION** | * Father name : Syed Irshad Hussain * D.O.B : 21-01-1989 * Nationality : Pakistani * NIC # : 35202-5719619-9 * Domicile : Lahore (Punjab) * Marital Status : Single * Religion : Islam |
| **REFERENCE** | * Reference would be available on demand. |