Rahima Tanveer

Resume Objective:

I want to Excel in I.T Profession where I can use my learnt Expertise in a better way. I have an ability to provide Remote Desktop Management, Network /System Administration, Troubleshooting and verbal communication on I.T Platform. I have ability to provide guideline as A Co-Ordinator, Trainer and as a Leader.

Contact:

92-335-0621621 ☎

rahima.mt10018@gmail.com ✉

Tanveer Perwaize,2-Iqbal Gunj, Gujranwala 📍

Skype ID: rahima.mt10018@gmail.com

Personal Information:

Date of Birth: 22-08-1988

Nationality: Pakistani

Religion : Islam

Education:

Masters	**MSC-IT (Networks)**
	A-
	Punjab University
	2012
Bachelors	**B.Com**
	A
	Punjab University
	2010
Intermediate	**FSC(Pre-Medical)**
	A+
	National Science College
	2007
Matriculation	**Matricluation (Science)**
	A
	Rajput School
	2005

Awards:

- Awarded for good Academic record in B.com by Provincial Education Minister.

- Awarded with laptop by Punjab Government on merit base.

Work Experience:

Visiting Lecturer:

- Knowledge regarding Practical usage of Computers in different fields.
- Word, PowerPoint, Excel, Email Management

Gift University	2017-Present

Microsoft & Cisco Certified Instructor:

- Installation of Windows Server 2012/2016
- Active Directory Roles Installation
- Domain Controller, Clients Management, Resource Sharing
- DHCP, DNS, WDS Installations, DFS Management
- RODC, ADC, FTP configuration
- Remote Desktop Management
- Data Backup and Restore
- Routers & Switches configuration
- Windows installation
- Hardware Troubleshooting

Paptech College	2018

Key Skills:

- Troubleshooting
- Oral and Verbal Communication

Languages:

English & Urdu

Commands On:

- ✓ MICOROSOFT OFFICE 2016/2019
- ✓ WINDOWS SERVER 2012 /2016
- ✓ PACKET TRACER (7.2.1)

Reference:

Ayaz Tanveer

Designation: Compensation & Benefits Controller

Contact Number: +971554148310

Email: atanveer@christiandior.com

Muhammad Imran Mazhar

Designation: IT System Engineer/Administrator

Contact Number: +971569850092

Email: Imran.mazhar@hotmail.com

Muhammad Salman Naseer

Designation: Assistant Professor

Contact Number: +923338201017

Email: salman@pugc.edu.pk

Web Administrator:

- Clients Order Management
- Products Details uploading and Content Management

Berryme.Pk	2016

Computer Teacher

Quaid-E-Azam Public College	2013-2014

Punjab Youth Internship

Govt.School	2012

Titles Achieved:

- MCT (Microsoft Certified Trainer) 2018-2019
- CCI (Cisco Certified Instructor)2018-2019

Certifications:

Microsoft Certified Professional

Certification Number: G597 - 6983

Microsoft Certified Solution Associate

Certification Number: G 769 - 5318

Cisco Certified Network Associate (R&S)

Certification Number :433384 1769704 GKCJ

Hands on Experience:

- Hp ProLiant Server
- Cisco Catalyst Switch 2950 Series
- Cisco Catalyst Router 2500,2800 Series
- Windows 7/8/10