



ANIS UR REHMAN

Contact

Address:

CB-633 Karamdad Market Afshan
Colony Rawalpindi Cantt. Pakistan

Phone:

+92 312 5086389

Email:

anis.itpro@gmail.com

Skill Highlights

- Customer Service
- Communication
- Problem Solving
- Flexibility
- Tech Savviness
- Project Management

Languages

Urdu

English

Summary

Working knowledge of Microsoft Servers Installation, Configuration, Maintenance & Troubleshoot of Active Directory, DNS, DHCP & Print Servers. HP Routers, Switches & Wireless Technologies. TCP/IP, Operating Systems (10, 8.1 & 7) Installation & Configuration, Office365, Applications Software, PABX, CCTV & Attendance Machines.

Experience

IT Assistant - 09/2013 - present

Capital University of Science & Technology, Islamabad

- Identify & resolve routine operational system problems.
- Level 1 Helpdesk end users support, install, configure, test and maintain operating systems, applications software, servers, printers and wireless systems.
- Domain configuration and maintenance on Windows Server2012.
- Maintain Active Directory and creating users/groups as required.
- Remotely support for end users troubleshooting applications software.
- Participate in designing new IT infrastructure, fixing network points, installing and configuring switches.
- Maintain & upgrade existing analog and digital CCTV systems as needed.
- Installing new hardware (servers, printers, workstations & access points)
- Data Center Hardware Setup in racks, testing and labeling.
- Responsible for equipment inventory.
- Responsible to make LOG of routine operations and share the performance with ITM.

Education

Bachelor of Arts: **Mass Communication** - 2019

Allama Iqbal Open University, Islamabad.

Certifications

MCSE: Training - Corvit Systems Rawalpindi

CCNA: Training - Online