

CAREER OBJECTIVE

I seek to reach the future in the field of Networking and System Support through my continuous efforts and sincere professional attitude as future belongs to those who see possibilities before they become obvious.

Specialization
System Administration
/Network Support

Qualification	Year	Institution
BSCS	2018	Indus University
Intermediate	2013	NCR-CET
Matriculation	2009	Nishan-E-Haider

EXPERIENCE

Tata Best Foods Limited

December 2018 - Continue

Joined as an IT\ER Officer. Below are the responsibilities I am engaged in.

- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Planning and undertaking scheduled maintenance, upgrades & backup.
- Managing File server 2003.
- Managing Domain Server 2008 / Active Directory DHCP & DNS.
- Managing Outlook for clients email
- Configuring Oracle ERP at user end.
- Resolving client end issue and requirement.
- Maintaining Zebra Barcode Printers.
- Configured Spiceworks helpdesk Server.
- Managing Frozen/Chiller 3U3 system (SITRAD remote management software)
- Managing Biometric machines and AcePoll application for employees attendance.
- Upgraded all unbranded i3 systems from windows 7 to windows 8.1.
- Upgraded all Dell and HP Notebooks (i3,i5) from windows 7 to 8.1.
- Investigating, diagnosing and solving computer software and hardware faults.
- Repairing equipment and replacing parts.
- Managing stocks of IT equipment.
- Maintain complaint records using in-house help desk system.
- Working with vendor support contacts to resolve technical problems with desktop Computing equipment and software.
- Troubleshooting of LAN/WAN.
- Network designing and physical fiber and Cat6 cable laying.
- Assist in networking and server installation and configurations.
- CCTV installation and configuration. (IP / Analog)
- Also doing Employee Relation related works as an assistant (Manager administration)

Employee Leave Check, Handling Petty Cash, Daily Dispatch, Timely payment of Utility and other plant related bills,Creating Memorandum of Bills.Cheque Receiving, Daily Wages Workers Salary Payment etc.

Universal Smart Military System

Oct 2018 - Dec 2018

Joined as an IT assistant Internee below are the responsibilities I was engaged in.

- Manage and monitor all installed systems and infrastructure
- Checking Newly Imported LEDs.
- Assure connectivity and working of all arrived equipment.
- Display graphics adds on LEDs
- Successfully displayed all advertisement equipment in Ideas Defense Expo 2018
- Install, configure, test and maintain operating systems, application software and system management tools

The Prestige Institute

2013-2016

Joined as an Administration\IT .Below are the responsibilities I was engaged in:

- Installing hardware and software in Computer Lab systems.
- Created Local group for sharing and communication.
- Maintaining or repairing equipment.
- Troubleshooting a variety of computer issues.
- Providing Information to new inquiries related institute course.
- Organized institute competition & party events

PROFESSIONAL COURSES/ WORKSHOPS

Course	Institution
○ CCNA	CTTC
○ MCITP	CTTC
○ Network Plus	CTTC
○ CIT-Computer Information Technology	Itech
○ Computer Hardware	Itech

REFERENCE

Available on request.