

MUHAMMAD SHAKEEL ASLAM

s/o ASLAM

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PROFESSIONAL EXPERIENCE

ZAHIDJEE TEXTILE MILLS LIMITED, FAISALABAD

System Administrator (IT Incharge)

Working as System Administrator Zahidjee Textile mills Limited, Faisalabad from date June 01 2019 to date.



ACTIVITIES

- Providing technical support, troubleshooting and resolving IT issues, and providing guidance on the use of IT systems and software. Diagnosed and resolved all technical issues related to hardware and software.
- Ensuring IT systems are up-to-date: Keeping systems and software updated and patched, and monitoring systems to ensure they are running efficiently. Planned, implemented, and maintained a Windows domain based infrastructure
- Assisting the ongoing IT projects, such as system upgrades or migrations, and ensuring that projects are completed on time. Created online documentation to help employees resolve day to day issues
- Providing training and guidance: Providing training and guidance to employees on the use of IT systems and software, and creating documentation and user guides to assist with the use of IT systems. To work with senior management to perform assigned new jobs related
- Managed servers, computers, laptops, printers, routers, switches, and existing network applications Monitoring system performance and troubleshooting issues
- Management and troubleshooting of CCTV cameras, servers, computers, laptops, printers, routers, switches, and existing network applications Ensuring security and efficiency of IT infrastructure
- Bio-Metric data propagation across the network
- Troubleshooting system and network problems and diagnosing and solving hardware/software faults.

HASSAN LIMITED, FAISALABAD

Assistant Network Engineer (Khurianwala+Ferozwatan)

Working as Asst. Network engineer Hassan Limited, Faisalabad from date November 01, 2013 to May 31, 2019



ACTIVITIES

- Windows XP, 7, 8, 10 (building / configuring, installing, setting up and administering Windows XP, 7 and windows 8 Computers in a network environment).
- Troubleshooting IT related problems from in-house software to hardware, such as Laptops, PCs and Printers.
- Trouble shooting of Windows XP, 7, 8, & Microsoft Outlook and Outlook express MS Office, UPS, SMPS, Printer and Drivers DVR, CCTV CAMARA, TELEPHONE EKCHANGE, Bio Face Attendance
- Configuring and troubleshooting Microsoft Outlook and Outlook express.
- Remotely, troubleshooting Windows PC hardware and software faults
- Providing face to face support as well as over the telephone and emails.
- Install, set up and administer Windows 7 & 8 computers in a network environment as well as providing network support at Head Office and all sites.
- Investigate user problems and follow up on the status of the issues, communicating in a timely manner.
- SQL Server maintenance & replication and backup on daily, weekly and monthly basis.
- Local intranet / IT helpdesk Software creation and deployment
- Available on call for IT issues at HO & sites. (During work hours an after work hours)...
- Documentation of all the work done using Data entry, Excel and MS word.
- Preparing monthly work status report and updating technology specific documents
- Responsible for designing and implementation of customers network infrastructure
- Help negotiate Network ,hardware and software, and circuit contracts for users

SITARA GROUP OF INDUSTRIES, FAISALABAD

Hardware Technician

Worked as Computer Hardware Technician at Sitara Chemical Industries Limited, from July 2007 to 31 October 2013.

ACTIVITIES



- Remotely, troubleshooting Windows PC hardware and software faults
- Repairing of printers, Scanner monitors, LCD,S and power Supplies
- Installing and configuring the peripherals, components and drivers
- Installing software and application to user standards
- Sound knowledge of digital and analog embedded computer hardware
- Wide knowledge of motherboard and circuit designs of monitor
- Deep knowledge of printer and cartage refilling.
- Computer assembling and maintenance. And troubleshooting hardware and software problems.
- To manage/troubleshoot the desktops, laptops, printers, scanner, UPS & other devices in the network
- Manage and coordinating network related wiring plans, LAN/WAN hardware/software purchases, and system installation, maintenance and problem solving
- Proficient with electrical hardware test equipment (Multi meter, PCB testing card, analog meter, etc.)
- Solid understanding of all phases of SMPS and UPS
- Configuring and troubleshooting desktops, laptops and servers
- Excellent troubleshooting skills in complex Network and, hardware and software problems
- Troubleshooting of personal computers. On line Support to users concerning their computer problems

Masood Textile Mills (PVT) LTD, Faisalabad

ASSISTANT HARDWARE Technician

Worked as Assistant Hardware Technician at Masood Textile Mills Limited and, from August 2004 to July 2007.

ACTIVITIES

- Repairing of printers, Scanner monitors, LCD,S and power Supplies
- Assist and provide support to the Personal Computer Support.
- Perform installation, configuration , and upgrade of computer hardware and software
- Installation and troubleshooting Windows98 / NT / 2000/XP



EDUCATIONAL BACKGROUND

- **Graduation**
- **Intermediate**
- **Matriculation**
- **Diploma Computer Hardware**
- **Diploma Office Management**

TECHNICAL SKILLS

- Proficient in MS Office (Word, Excel, Power point) and Adobe Photoshop, In page, Oracle System and Be-
PERSONAL STRENGTH

REFERENCES

- Furnished if required.