

Muhammad Zain Javed
IT Administrator

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Pattoki, Punjab Pakistan

Objective

Energetic self-motivated professional seeking experience to utilize for development & success of organization and career. To become an expert in field with having bachelor's degree and as a HCIA certified Huawei

Professional Experience

IT Administrator

Syscon Engineering Lahore, Pakistan

Apr 2020 - Sept 2021

Responsibilities: 1.6 years

- Managed, maintained and resolved all issues on entire company network, workstations and devices.
- Setup and configured project systems and provide support.
- Assistant to Director for project planning, imports, installation, maintenance and support on software & hardware.
- Worked closely with clients on supply/deployment of project.

Skills

- ❖ System Administration
- ❖ IT Support! Networking
- ❖ Front-end Web Develop
- ❖ Communication
- ❖ Project Management
- ❖ Office Documentation
- ❖ Team Management

Certifications (HCIA)

Huawei Technologies, Pakistan

Nov 2019 - Sept 2020

Validity: 03 years

- Huawei Certified Infrastructure Associate HCIA - AI
- Huawei Certified Infrastructure Associate HCIA - RS

Trainee (PDC)

KICS UET Lahore, Pakistan

June 2019 - Aug 2019

Trainings: 03 months

- Microsoft Certified System Administrator – MCSA
- Huawei Certified Network Associate – HCNA RS
- Cisco Certified Network Associate – CCNA RS

Coordination Sites

- **Coordinator** in
 - Ghani Glass Hattar Site
 - Bestway Group
 - Ittehad CLs KSK
 - FCC Group Khushab Projects

Education

➢ **Bachelors of Science in IT**

BSIT (4years Degree), CGPA 3.02

Superior University, Lahore, Pakistan

2016 - 2020

➢ **Intermediate**

Superior College of Science Pattoki

2014 - 2016

➢ **Matriculation**

Muslim Model High School Pattoki

2012 - 2014

Projects

➢ **Project Head! IPC FCMC Faras Chemicals Pvt - 2021**

Modules Planning, Import & Management, Supply & Installation, Deployment & Configuration, Testing & Support.

➢ **Group Leader in Final Year Project FYP Superior - 2020**

Curricular Activities

- **Participant** in
 - CTE 1 & 2
 - Words War Event
- **Coordinator** in College

Personal Information

- **English:** Professional
- **Urdu:** Native
- **Marital Status:** Single
- **DOB:** 07-02-1998