

# Muhammad Zain Javed

## IT Administrator

+92-300-4448624

zainjaved191@gmail.com

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.

#### 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

### 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**

### Skills

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

### Coordination Sites

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

### 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