**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Short Pic.jpg | **Muhammad** |
|  |
| [248751@gulfjobseekers.com](mailto:248751@gulfjobseekers.com) |
| **Gender:** Male **Date of Birth:** 10/05/1971 **Nationality:** Pakistani |
|  |

**PROFESSIONAL SUMMARY**

Experienced IT professional, having 18 years experience of which last 10 years, have been leading the IT department of a large industrial project. Designed, planned and developed IT strategies and managed full aspect of the IT operations. Additionally took charge of and functioned as Manager HR and Admin. Have had a progressive career reflecting strong leadership skills coupled with “hands-on” IS/ networking, Maintain focus on achieving bottom-line results while formulating and implementing advanced technology and business solutions to meet a diversity of needs. Record of delivering simultaneous, mission-critical assignments on time and within budget.

**WORK EXPERIENCE**

Oct. 2006 – Present **Associate Manager IT**

Pakistan Textile City Limited ([www.textilecity.com.pk](http://www.textilecity.com.pk))

* Responsible for strategic planning and execution and operational control of full aspects of IT operations.
* Network management and administration including: Uninterrupted connection support to critical core servers, Routine server maintenance including security updates and service packs on SQL, File, Print and Web servers, outsource mail server mailbox monitoring and management and anti-virus, security investigation and updating, Monitoring network routers, switches, firewalls, remote site connectivity, internet, wireless access and security, Detecting, reporting, and mitigating physical security compromises of any system; configuring and monitoring system backups, performing periodic restorations, Manages Windows 2003 domain with Active Directory and Group Policy, Enterprise hardware, printer and software management.
* Responsible for managing, and coordinating enterprise resource planning (ERP) Sidat Financial software.
* Complete inventory audit and updated software licenses to comply with software piracy laws (Microsoft, Symantec, etc.).
* Designed and maintains comprehensive asset management database.
* Developed and implemented new backup and disaster recovery plans to protect against company data loss.
* Facilitates the development of and works with stakeholders to define design requirements for the application and systems, and other technology implementations.
* Manages financial aspects of the IT Department, including purchasing and budgeting, selection of IT vendors and assigned projects.
* Maintains regular written and in-person communications with the organization’s executives, department directors and end users regarding pertinent IT activities.
* Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades.

**ADDITIONAL DUTIES – Managing HR & Administration**

* Plan, manage and control general administration of the office
* Purchasing of Office Supplies & office equipment
* Admin stock control and management
* Maintenance of office premises/equipment
* Maintenance of company vehicles
* Travel arrangements of Company Employees
* Plan and administer security of premises and equipment and any other security related issues
* Implementation of HR policies in line with the vision of the company
* Human Resource management
* Recruitment processing
* Counselling and Conflict management - coach, mentor, guide staff
* Ensure adherence to rules regarding working hours and office discipline, receiving reports of absenteeism and misconduct, and initiating corrective action where required

**Key Projects & Achievements:**

* + - Technical lead on Head Office and corporate office relocation project. Includes analysis, design, consolidation and re-deployment of all business hardware and technologies, as well as consultation and coordination with multiple third-party vendors.
    - Technical lead on redesigning of corporate web, relocation of web domain and mail server to enhance security measures for hassle free availability of web services.

**Oct 1997 – Sep 2006 Data Processing Assistant**

IESE - National University of Sciences & Technology ([www.nust.edu.pk](http://www.nust.edu.pk))

* Introduced Internet/Intranet/Web services, corporate-wide email. Set up and managed a TCP/IP environment, installed and managed Windows NT network.
* Administering MS Windows (NT4 / 2000 / XP) based Network Environment i.e. software handling, trouble shooting, managing user accounts, installation of new software/hardware etc,
* Manageability of internet/e-mail through Proxy Server (Wingate/MS ISA Server),
* Designing/composing of Technical Diagrams/ Certificates using Corel Draw, MS Visio, Smart Draw and other designing software etc.
* Support services in purchasing of IT equipment, installation and other administrative support tasks

**EDUCATION AND TRAINING**

2009 – 2011 **Master of Business Administrator (MBA)** CGPA 3.77/4.0

KHADIM ALI SHAH BUKHARI INSTITUTE OF TECHNOLOGY (KASBIT), Karachi, Pakistan

* Management Information System

2003 – 2005 **Master of Computer Science (MCS)** CGPA 3.07/4.0

AL-KHAIR UNIVERSITY, AJK, Islamabad, Pakistan

* + - Computer Science

2001 – 2003 **Bachelors of Computer Science (BCS)** CGPA 3.4/4.0

AL-KHAIR UNIVERSITY, AJK, Islamabad, Pakistan

* Computer Science

1993 – 1994 **Diploma in Computer Science** 1898/3000

PETROMAN TRAINING INSTITUTE, Karachi, Pakistan

* Computer Science

2007 **Technical Trainings**

* MCSE
* CCNA

Computer Training & Testing Centre (CTTC), Karachi, Pakistan

**PERSONAL SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language(s)** | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Urdu | Excellent | Excellent | Excellent | Excellent | Excellent |
|  |  | | | | |
| English | Very Good | Excellent | Very Good | Very Good | Excellent |

**Job-related skills**

IT Strategic Planning, Computer Networks Management, ERP Management, Business Solutions, Contract Negotiations, Vendor Relations, Administration, Human Resource Management

**Computer skills**

1. Operating Systems

Windows NT, Windows XP, Windows ME, Windows 2000, Windows 7, Windows Server 2003 & 2008, ISA Server 2000 & 2004, etc.

2. Software

Microsoft Office, Microsoft Office XP, MS FrontPage, MS Project, MS Visio, Corel Draw, SQL Server, Symantec & AVG Antivirus, etc.

3. Hardware

Dell Server, Compaq, IBM PC-XT, Dell, D-Link LAN & Wireless Switches, 3 Com Switches, Intel Network Adapters, TCP/IP, Raid / Mirror, HP Printers (3550, 1320, 1536 fnf MFP, P1005, 1102), Ricoh Digital Machine, Samsung PABX, HP Scanners, Epson EB-X10 & 3M Multimedia Projector, Online UPS Management, etc.