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**Gulfjobseeker.com CV No:259194**

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**Career Objectives:**

* + To envisage a career in a well-established and competitive organization where I can fully utilize my skills.
* To earn myself a respectable place in a reputable organization through devotion and hard work.

**Experience:**

Haseeb Waqas Foods Pvt. Ltd. 27th October 2013 to December 2015

Manager HR & IT

Interaction with executive Leadership

Works with the (HM) to prepare the job description and ensures proper

Procedures for review and approval are met at the department level

Posts recruitment on selected job boards

Building a strong relation with as employee

Implementation of HR Policies in organization

Initiates recruitments

Processes final offer and finalizes the recruitment

Manage Training sessions to reduce staff weakness

Arrange meetings / Seminars

Palillos Chin Thai Restaurant 2 July 2012 to 25th October 2013

Manager Admin

**Plan, organize, and administer the activities of department, office, or division efficiently**

**Interview and recommend to the president personnel for hire.**

**Establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel**

**Promote an integrated effort in the administration of the organization by cooperating with other administrators**

University of South Asia 27 September 2010 to 25th June 2012

Network Administrator

Ensure proper functioning of the network

Ensure proper connectivity to all the end users in the organization

Implementation & Monitoring of Proxy Server

Implementation & Monitoring of Domain Server

Installation/Deployment of Fiber Optic Cable

Installation and maintenance of CCTV Camera

Hardware and Software Troubleshooting/Support to Head Office and sites.

Setting up standard installation packages for the systems to ensure uniformity.

**Trainings:**

* CCNA Training from ***CISCO*** CBT’s
* Learning Linux from CBT’s

**Networking Skills**

Network Designing and Implementation

LAN/WAN Troubleshooting

IP and sub-netting

Wireless Network configuration

Basic and advanced level router and switch configuration

Z & J Hygienic Pvt. (Ltd.) January 2010 to September 2010

I.T Officer

Implementation of Company Purchased Ledger Software

Server’s Troubleshooting

ISA Server

Active Directory Installation

Reporting to Managing Director

University of South Asia, Lahore Cantt. Oct. 13th 2006 to December 2009

**Assistance Lab Manager**

Server Maintenance / Troubleshooting

Report writing/Presentations/Compositions with Microsoft Office Tools.

Software’s Troubleshooting

Equipment Purchasing

Book keeping

**Operating Systems**

Microsoft Windows 98, Me Nt and Professional

Microsoft Windows Server 2000, 2003 and 2008

Active Directory, IIS, ISA, FTP, DNS, DHCP, and RIS

Server Configurations

Qualification Summary:

**Degree Board/ University**

* BSCS University of South Asia
* ICS Govt. Ghazali College
* Matriculation Govt. Islamia High School

**Personal Information:**

* + - Date of Birth: 18/10/82
* Nationality: Pakistani
* Religion: Islam
* Marital Status: Married
* **Hobbies**:
* Surfing on Internet
* Book Reading.
* Playing of Football

**Subjects of Interest:**

* System Analysis and Design