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| **Wajeeha – 2010090**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

**Profile Summary**

I am dedicated and smart working person who is keen to learn in any environment, which enjoys the work of concern area of interest. I will love to work for an organization enabling me to groom professionally and to devote best of my skill set to enhance the reputation of Organization also will love to learn the technical proficiency and to deliver the best of my efforts and skills.

**Working Experience & Summary**

#### IT Executive–Pvt. Ltd. – 6 months

* Maintains security administration of systems and user and passwords for staff as necessary.
* Responsible for the installation, configuration, enhancement, and maintenance of computer systems and IP address.
* Implement, and maintain procedures, Group policies, and standards to continuously improve departmental and institutional IT efficiency.
* Works closely with designated staff to identify and prioritize information systems requirements  
  Communicate to administration.
* Installation, Configuration and troubleshooting on different Workstations.  
  Installation and update Anti-Virus.
* Managing the day shift complain management system.
* Involve with System administrator in deployment of domain and workgroup policy.
* Deploying laptops and desktops to Wingdows 7, windows 8 and windows 10.
* Managing the Microsoft Office 365 portal.
* Troubleshoot and resolve network problems.
* Active Directory User management
* Lync Server User management
* VPN Connectivity.
* Onboarding / Separation
* Inventory management
* DNS A or AAA record management
* Managing the Lync DID calls reporting
* Analyze equipment performance records in order to determine in the need for repair or replacement.
* Providing support to the End users through Remote administration to 100+ End Users.
* Providing documentation, as required to technical and implementation team members.
* Microsoft Outlook configuration and support to the End Users.
* Providing Support to clients on TeamViewer & Microsoft Lync.
* Using Spicework as ticketing tool.

**Education**

**­­­­­­­­**Bachelors of Computer Science 2011-2014

Sir Syed University of Engineering & Technology

HSC (Pre-Engineering) 2008-2010

khatoon-E Pakistan Govt Girls college

SSC 2006-2008

Federal secondary School

**Communication Skills**

• Proficient in drafting the corporate emails & Telephonic Co‐ordination with clients.

* US client and vendor correspondence.
* Proficient in handling multi projects at a time.

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