CURRICULUMVITAE

Mounis

Dubai,UAE.

**VISA:** January-17 to April-17 (3 months)

**C/o-Cell:**  +971502360357

**Email:** [mounis340920@2freemail.com](mailto:mounis340920@2freemail.com)

**PROFESSIONAL SUMMARY**

3 years of experienceinconfiguring, monitoring, upgrading and maintaining systems hardware, software, networks,Active Directory,Linux, and relatedITinfrastructure with effective planning and configuring tooptimize the IT infrastructure to consistently achieve high availability and performance.

**WORK EXPERIENCE**

* **Serena Hotel, Islamabad**December 26th 2013 – January 11th 2017
* **IT Officer**January 2016 – January 2017
* **IT–Assistant** July 2014 –December 2015
* **IT –MTO** January 2014 –June 2014
* **Internship** September 2013 to December 2013

**Key Responsibilities:**

* Installation and Administrationof the critical windows based servers.
* Maintaining up to date antivirus on all servers and desktops company wide.
* Creating and Editing of user accounts on Active directory 2012.
* Installing and Troubleshooting of desktops, laptops, printers, scanners etc.
* Installing newsoftware’s and applications.
* Managing and monitoring of network devices (Firewall, Switches, and Access Points).
* Installing and troubleshooting new network devices .e.g. Access Points and Switches.
* Performing Fire drills and disaster recovery for Critical Servers.
* Administration of Virtualization Environment using VM Ware Workstation.
* Managing Digital IPTV (Internet Protocol Television) System.
* Managing Alcatel EPABX (Electronic Private Automatic Branch Exchange).
* Administration of Point of Sale (POS) Micros/Simphony.
* Providing maintenance support and break-fix solutions.
* Meeting with external suppliers of IT services.
* Providing technical support to users and guests via phones or emails.
* Diagnosis of hotel applications (Opera, Micros Fidelio Financials, Fidelio Materials Control)
* Working closely with software suppliers to resolve operational issues.
* Responsible for creating and maintaining backups of critical applications.
* Diagnosis of network issues.
* Troubleshooting of desktops, Laptops, Macs, Tablets, IPhones, mobile devices.
* Installation and support of telecommunication equipment.
* Maintaining a log of all problems detected.

**Projects at Islamabad Serena Hotel**

* Huawei Wi-Fi Deployment
* AAA Radius Server Deployment
* Up gradation of Ving Card Electronic Key Card System
* Migrate Physical Servers to Virtual Server

**AREAS OF EXPERTISE**

* Server Administration
* Network Management
* Technical support
* HTML, CSS, jScript (Development)
* Microsoft operating systems
* Preventative maintenance
* Data Backups
* Disaster recovery
* Remote support
* Working on HP Servers
* Raid Configuration
* CCTV
* LAN/WAN/Wi-Fi networks
* Linux (Basics)
* Virtualization
* Video Conferencing

**Professional Trainings**

* **CCNA Training**

-Routing & Switching (200-120 CCNA)

-CISCOM (Nov 2014 to Jan 2015)

* **MCSE Training**

-MCSE: Server Infrastructure 2012

-CISCOM (Oct 2014 to Nov 2014)

**KEY SKILLS**

* Professional telephone manner
* Flexible Schedules / shifts
* Analyze problems
* Proactive
* Leadership
* Time management
* Organizational
* Problem solving
* Helpful attitude
* Customer Service

**Education**

* **Bachelor’s Degree** (In progress)

BSc, Computer Science

Virtual University of Pakistan

* **Intermediate** (2014)

Humanities

Rawalpindi Board

* **Matriculation** (2012)

Computer Science

Karachi Board

**Major Courses (Area of interest)**

* Networking (Wired & Wireless).
* Virtualization (using VMware Workstation and vSphereESXi 6).
* System Administration.
* Troubleshooting (Hardware & Software).
* IT Solutions & Operations.

**Natural Languages**

* English
* Urdu
* Punjabi

**References**

Will be furnished on demand