Hafiz

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**CAREER OBJECTIVE**

My aim is to find a challenging and responsible position in a progressive environment where my abilities enable me to make effective contribution, I think working is my main source of learning.

**SUMMARY OF QUALIFICATIONS**

* **MS** (**Microsoft Specialist**)
* **MCSA** (**Microsoft Certified Solutions Associate**)
* **MCP** (Microsoft Certified Professional)
* Bachelors of Arts in Economics Urdu University (Waiting Final Result)
* Intermediate Commerce Govt. Premier College Karachi.
* Metric Science, from Karachi Board.

**PROFESSIONAL EXPERIENCE**

**Adamjee Life Assurance Company Limited**

**Duration:** September 2013 to 10 February 2017

**Job Title:** ISD officer

**Key Responsibilities:**

Mail Server, AD, Data Centre Monitoring, Technical support to end user of computer, laptops, tablets and mobiles etc. in different cities, coordination with vendors and prepare procurement forms for purchasing of IT equipment.

**Details of Responsibilities:**

* Email IDs creation and mail server management
* Domain User Creation and AD management
* Sophos Antivirus Management and deployment on end user over the network.
* Plan, design and implement new technologies in existing IT infrastructure to meet business needs and ensure high availability and continuity of all systems and server machines.
* Device control, web control, application control, virus and malware protection and data loss prevention through Sophos Endpoint Security and Control.
* Helpdesk support and ensure timely delivery of services to users.
* Manage data center environmental factors like Fire separation system, UPS, Precision Cooling, Access control, CCTV, etc.
* Maintain an updated inventory of all software and hardware equipment.

**Apna Microfinance Bank**

**Job Title:** I.T support Officer

**Duration:** May 2012 - August 2013

**Responsibilities:**

* Provide computer related training to end users
* Maintained and trouble shoot ATMs network & also involved in ATM installation.
* Functional, Technical and Backup Support to all branches related Operation.
* Perform branch wise and centralize End of Day (EOD) process and secured backup drives.
* Coordinated with Core Banking Application team in EOD process.
* Performed software support such as software updates, configurations, software rebuilds and client installation.

**New Jubilee Life Insurance**

**Job Title:** Assistant Executive I.T

**Duration:** 2009 - 2011

**Responsibilities:**

* Performed installation of PC's, laptops and deployment of company policies.
* Provided support to end users (present in different cities) using RDP and other remote applications.
* Performed software support such as software updates, configurations, and software rebuilds.
* Performed installation, configuration and troubleshooting of network printers and print server.
* Maintain an updated inventory of all software and hardware equipment.
* Prepared shipping documentation of IT equipment for sending to end user.

**The Educators School System**

**Job Title:** Computer Trainerand Administrator

**Duration:** 2008-2009

* Maintained department's computers, network and campus to campus communication.
* Maintained support for existing hardware.
* Teach, train and guide to senior level students and Montessori staff.

**PERSONAL PROFILE**

* Date of Birth 18-09-1986
* Marital Status Married