

**ZAHEER**

**Network Administrator / Store Keeper**

**AREAS OF EXPERTISE**

* Event Organizer
* Store Keeping
* Network Administration

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**COMPUTER FIELD KEY SKILLS**

* **Operating Systems:**

Windows Server 2008 / 2003, Windows 7, Windows Vista, Windows XP, Windows 2000, Linux, MS DOS

* **Graphics Tools:**

Adobe Photoshop, Corel Draw, Easy Pano Studio

* **Office Suit:**

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

* **Programming Languages**

HTML / CSS, VB.Net, Asp.net, JAVA, C++, OOP,

**MAJOR PROJECTS**

* SCCM 2007 (PIEAS)
* Virtual Tour (Lahore Fort)
* Website (www.shamsabadvillage.com)
* Wireless Internet Service Provider (WISP)
* Bridging (Wireless Routers)

Wish to be in a dynamic organization where growth is interpreted in terms of not only monetary & career progression, but also upon the enhancement of mental & personal faculties. Wish to work in a learning environment in a way to polish & strengthen my professional skills.

**WORK EXPERIENCE**

**Axioms Consulting & Web Solutions Pakistan 1st April 2015 to till date**

**IT Manager**

**Duties:**

* Manage Website and development
* Graphic designing (logos, brusher)
* Installation & Configuration of Web Server, Proxy Server, Mail Server.
* Backing up and Recovery (Servers, Clients)
* Install and configure/update security software such as firewalls and anti-viruses.
* Monitor the purchase of computer related equipment for the office.

**InfomatsIslamabadPakistan.1st May 2013 to 31st March 2015**

**Project (Greenacre Associates UK Training)**

**Event Manager**

**Duties:**

* Organize Training Events
* Handle Quires of Scheduled & Upcoming Trainings
* Coordinating with Agent for hotel availability
* Producing Detail list of NGOs for Training
* Coordinating with Trainers
* Coordination with Event Coordinators
* Maintain the Record of Events

**Tanzifco Emirates LLC (UAE)**

**Store Keeper 26th August 2012 to 26th April 2013**

**Duties:**

* Expert in Focus RT Ver.6 & Tally Silver Ver.9 for Store Records
* Maintain up to Date & Correct Records
* Posting of Issues Slips / Vouchers
* Receiving of Materials & Stored Entry by Computer
* Raise Materials Purchase Requiting
* Maintain Order Level of Materials
* Keep Exact Record of Incoming & Outgoing Materials
* Issue and Deliver Materials to Various Units, Departments and Individuals
* Reports on Daily Leases to Store Manager Regarding Store Affairs with proper Logistics and Time Management Technique

**PERSONAL SKILLS**

* Excellent Communicator
* Excellent Organizational Skills
* Tactful & Articulate
* Problem Solving
* Assertive
* Confident

**OFFICE SUPPORTED SKILLS**

* Documentation &Filing
* Office Administration
* Customer Service
* Handling Complaints
* Well-rounded Computer Knowledge
* Good Typing Speed

**PERSONAL DETAILS**

***Zaheer***

Pakistan

C/o-Mob: +971502360357

Email: [zaheer.344896@2freemail.com](mailto:zaheer.344896@2freemail.com)

Marital Status: Single

Nationality: Pakistani

DOB: 27-04-1984

**WorkPermit No:** NO

***Visa Status:***Visit

**REFERENCES**- Available on request

* Manage Inventory Control System
* Supervise Store Personal and Monitor Their Activities
* Implement Quality Management System for store, Preservation, Dispatch and Delivery
* Assisting in Administration Activities
* Co-ordination with Management Staff & Others
* Updating the Database of Employee / Materials using Computer or Manuals
* Make Dispatch and Delivery as per Invoice Number and Item Code
* Carrying out such other tasks are entrusted by Management

**Naxis Enterprises (Pvt Ltd.)Pakistan**

**Network Administrator Jan 11–Dec 11**

﻿Worked as part of a proactive team of support staff responsible for delivering a high quality, customer-focused professional service. Provided the highest level of technical support and customer service to internal staff.

**Duties:**

* Server Installation& Configuration (DHCP, Active Directory, Domain Controller, DNS, Drive Mapping / Quotas& Group Policies)
* Installation & Configuration of Web Server, Proxy Server, Mail Server.
* Client Installation & Configuration (OS, Antivirus, Software’s)
* Backing up and Recovery (Servers, Clients)
* Creating, updating & monitoring user accounts.
* Responsible for the fast and accurate troubleshooting of reported faults.
* Training newly hired staff.

**Naxis Enterprises (Pvt Ltd.)Pakistan**

**Computer Operator Jan 10–Dec 10**

Worked as computer operator

**Duties:**

* Perform all major computer operations (data entry, scanning, printing, emailing, editing, backing up the data, diagnosing/troubleshooting software or hardware problems, etc.)
* Install and configure/update security software such as firewalls and anti-viruses.
* Monitor the purchase of computer related equipment for the office.

**COMPUTER FIELD KEY SKILLS**

**ACADEMIC QUALIFICATIONS**

**Bachelor in Computer Sciences (BS Hons) 2007-2011**

***From:****PrestonUniversity, Islamabad*

**Inter in Computer Sciences (ICS) 2006**

***From:*** *Board of Intermediate & Secondary Education (BISE), Rawalpindi*

**PROFESSIONAL QUALIFICATIONS**

* **Microsoft Certified IT Professional (MCITP): Enterprise Administrator**

***From:****Corvit Systems, Rawalpindi*

* **LINUX Administration**

***From:****Corvit Systems, Rawalpindi(Pakistan)*

* **Cisco Certified Network Associate (CCNA)**

***From:****Corvit Systems, Rawalpindi(Pakistan)*