**Moazzan**

Cell: **C/o 0502360357**, E-mail:[**moazzan.356504@2freemail.com**](mailto:moazzan.356504@2freemail.com)

**Profile:**



Religion: Islam

Nationality: Pakistani

Date of Birth: March 03, 1992

Abilities: Worked in pressure situations and worked on Microsoft Visio, Microsoft Word OFFICE 2007,10,13, EXCEL 2007,10,13. Elastix server (Calling software), DNS, DC, RODC, File Server, DFS, Backup Server, WDS, Cc Proxy, ISA Server in Windows Server 2008,03.

**Objective:**

*Looking for a career where I can utilize my skills and abilities in the best possible way, further polish my skills and improve my capacity as worker and decision maker in the long run.*

**Experience:**

* **Asst. Networks Engineer**

**Harvest Group, HG Markets (Pvt) Ltd Pakistan** (**05 Aug 2015 to 10 Feb 2017)**

**Job Description:**

* Manage entire Branch Networks.
* Did Map Driving for each user.
* Work on both LAN and WAN.
* Located Problems related LAN, WAN and Troubleshooted them.
* Solve Hardware related issues.
* Manage all Compliance work.
* Operated Elastix server (Calling software).
* **Asst. Networks Administrator (August 2014 to June 2015)**

**Suffah IT Centre, Bharath Sialkot.**

**Job Description:**

* Set complete lab (Server client).
* Made user accounts of every student in **DOMAIN CONTROLLER.**
* Did drive mapping for each student.
* Set **BACKUP** and **DFS** servers.
* Set **PROXY SERVER** for controlled access to the internet.
* Set **WDS** for windows deployment.
* Located problems and troubleshooted them.
* **Asst. Accountant/ Internee (June 2013 to June 2014)**

**FR. Petroleum. Kashmir road Sialkot, Pakistan.**

**Job Description:**

* Learn cash management.
* Manage employee’s salary.
* Manage customer’s books.
* Manage all petty cash.
* **District Office Secretary (April 2012 to June 2014)**

**District Cricket Association (DCA), Jinnah Stadium Sialkot. Affiliated with Pakistan Cricket Board (PCB).**

**Job Description:**

* Computer Operator /technician.
* Deal all Accounts Work, Banking transactions.
* See entire Management.
* Holds the Public Relations
* Manage all domestic cricket tournaments.
* Organized all Trials like U-16,19 and also first class U-23.
* Organized all district club tournaments.
* **Security Guard in charge (May 2010 to Sep 2011)**

**Jinnah Stadium Sialkot. Affiliated with Pakistan Cricket Board (PCB).**

**Job Description:**

* See entire stadium security.
* Manage all stadium gates clearance.
* Satisfy my management with secure environment.

**Achievements:**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Qualification** | **Institute** |
| 1 | **B. Com** | Govt. College of Commerce Sialkot (University of the Punjab) |
| 2 | **I.Com** | Standard College of Commerce Sialkot  (B.I.S.E Gujranwala) |
| 3 | **Matric** | City Public High School Model Branch Sialkot  (B.I.S.E Gujranwala) |

**Professional Skills:**

* **MS OFFICE APPLICATIONS & HARDWARE**
* **COMPUTER NETWORK ENGINEERING (LAN)**
* **COMPUTER TECHNOLOGY SPECIALIZATION (MCITP SERVER 2008) (LAN)**

From: **(SUFFAH IT CENTRE)**

### PEACHTREE AND TELLY ACCOUNTING SOFTWARES.

### From: (Global Tech Computer Education)

**Skills:**

* Good communication skills.
* Good command on written and spoken English.
* Expert in Microsoft Office Applications.
* Windows Operated: XP, 7, 8, 10
* Server Operated: Windows server 2008,003