**Akhtar**

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# Objective:

Secure a position with a well-established organization that will utilize my exceptional organizational skills, proven IT experience, education, and management skills that will help me continue to grow in my career.

**Work Experience**

* **January, 2015 to till now Bond interiors L.L.C Dubai(UAE)**

**IT / Assistant System Administrator, Desktop Support**

* Active Directory (User, Policies, Restrictions), Configuration of WAP, DHCP, DNS
* Deployment of Images, OS & Applications through WDS
* Monitoring and maintaining computer systems and networks.
* Ms. Outlook Configuration, Troubleshooting, Backup, Import & Export Data
* Troubleshoot and repair TCP/IP LAN, LAN environments.
* Pooling network & Telephone cables, RJ45, RJ11 Connectors Crimping.
* System Security (Firewall, Antivirus, Antimalware & Antispyware (Windows Defender), Malicious & Unwanted Software Removal)
* Hardware Troubleshooting, Assembling & Replacing the Accessories Laptop & Desktop (HP, Compaq, Toshiba, Dell, Acer, Lenovo, Fujisti, Samsung)
* Printers, Plotters & Multifunction Printers (Installation, IP Configuration,

Network Printing & Scanning, Troubleshooting, Repairing) HP, Canon, Epson, Panasonic, Sharp, Brother, Xerox, Konica, OKI, Ricoh.

* Telephone PBX System, Diagnose & Resolve in Line, New Extensions.
* Talking staff/clients through a series of actions either face to face or over the telephone to help set up systems or resolve issues.
* IT Assets Maintenance Using Asset Manager Software (Updating, Transfer, New Asset Entry, Proper Asset Codes)
* Visiting the Site Office Resolving Issues and set up the new networks.
* Attendance Machines (Data Backup, Enrollment of New users, Removing Users)
* Virtualization (Create & attach VHD, VHDX), New VM, Snapshots
* Preventive Maintenance regularly, Satisfaction of End User
* **June, 2013 to October, 2014 Aptech Computer Education Bahawalpur Center, Pakistan**

**IT / System Administrator, Desktop Support, Hardware Technician**

* Design, upgrade, Installation, and Windows server and desktop OS & Installation of Network Devices (Wireless Access Point, Modem, Switches etc)
* Configuration of DNS, DHCP, Domain, Active directory, Group Policy and authorizations.
* Deployment of Images, OS & Applications through WDS
* System Security (Firewall, Antivirus, Antimalware & Antispyware (Windows Defender), Malicious & Unwanted Software Removal)
* Troubleshoot and repair TCP/IP LAN, LAN environments.
* Monitoring and maintaining computer systems and networks.
* Servers backup, Restore, Maintenance
* Hardware Troubleshooting, Assembling the PC & Replacing the Accessories.
* Ms. Outlook Configuration, Troubleshooting
* Installation of Printers and Scanners.
* **March, 2011 to May 2013 Exponent Engineers (Pvt.) Ltd. Karachi.**

**IT /Assistant System Administrator, Desktop Support**

**Academic Qualifications**

🡺**B.A** (The Islamia University Bahawalpur)

**Year of Passing:** 2009

🡺**Inter** (Humanities)

**Year of Passing:** 2006

🡺**Matric** (Science)  
**Year of Passing:** 2002

**Technical Qualifications**

* **DCH(Diploma in Computer Hardware)**

**Institution:** Government Degree College Lodhran.

**Year of Passing:** 2008

* **ICDL(via online Education System)**

**Institution:** ECDL Foundation UK.

**Year of Passing:** 2010

* **PGD(IT) (Skill Development council Lahore, Pakistan)**

**Institution:** Grace Computer Institute, Bahawalpur.

**Year of Passing:** 2009/10

* **MCSE 2012 Server Infrastructure**

**Coaching Center**: CTTC Karachi

2013

**Professional History**

* Ms. Windows Server 2012& 2008 , Win XP , Win Vista, Win 7, Win 8, Win10
* Ms. Office XP, 2003, 2007, 2010, 2013,2016(Word, Excel, PowerPoint, Outlook, Access, Picture Manager, Visio).
* Adobe (Acrobat Pro xi, Photoshop,).
* Having experience of installing and working on Linux.
* Manage incoming requests by phone, email, trouble tickets and delegate evenly based on skills, workload and staffing to ensure a timely response and resolution.
* Troubleshoot and manage complex issues with cross functional teams to find a quick resolution or temporary work around.
* Create and maintain documentation for policies, procedures and local server and desktop environments.
* Maintain documentation for Suppliers, Annual Contracts, IT Assets
* Excellent knowledge of Excel & software.
* Experience of using a scanner and working with TIFF, JPEG, GIF image files.
* An ability to work to deadlines whilst ensuring accuracy and efficiency.
* Occasionally carrying out various administration tasks like, photocopying, filing.

**Personal Data**

* Date of Birth : December 04, 1988.
* Nationality : Pakistani

**Languages**

* English
* Urdu
* Hindi
* Punjabi

Reference will be provided on demand..........