****

**RESUME**

|  |  |
| --- | --- |
| Malak **Malak.377852@2freemail.com****Mobile: C/o 971502360357** |  |

Objective

 Seeking a suitable position in accordance with my professional experience, qualification & skills gained over the years to the full extends for development, there by contributing to the overall growth and profitability of the organization as well as attaining self-growth in career.

Profile

Self- motivated ambitious and hardworking with zeal for professional progress and career advancement

WORK PROFILE

Through determination and dedication.

* Excellent team player and with result oriented
* Excellent interpersonal and communication skills
* Dedications, sincere & working are base
* I work well as a team member and adapt easily to new situations
* I am responsible, considerate
* I am hard worker and quick learner.
* Punctual, organized and systematic

COMPUTER SKILLS

**MICROSOFT CERTIFICATION**

* MCSE Infrastructure Administration: From Microsoft
* MCSE 2012 Severs Datacenter.
* MCP (Microsoft Certified Professional)
* MCSA (Microsoft Certified Solution Associates)
* MCSE (Microsoft Certified Solution Expert)

**KEY SKILLS:**

* Ms. Office 2013.
* Windows Server 2003/2008/2012 Installation & Configuration.
* Active Directory & DNS Configuration
* LAN Administration, Software Installation and updates.
* Hardware Installation, Troubleshooting
* Daily backup and configuring servers.
* Cisco Routers and Switches Configuration.

**DESKTOP ADMINISTRATOR:**

* Well known about client operating system installation, configuration and member of domains.
* Windows 7 (Ultimate and Professional 32 bits/64 bits)
* Windows 8.1 pro
* Windows 10.
* User Account Management.
* Disk Management.
* Administrator Password Backup.
* User Parental Control.

Work Experience

**SYSTEM ADMINISTRATOR/ENGINEER:**

NSIT System (Network System and Information Technology) (DEC 2015 to date)

**Work Detail**

Install, configure, and maintain AD, DNS, File Server, DHCP Server, FTP Server, Print Server etc. Installing & Configuring Windows 2008 & 2012 Server, Exchange Server 2010, TMG and Virtualization. Administer network workstations, utilizing TCP/IP networking protocols and Windows based operating systems.

Configure and Troubleshooting CISCO Routers, Switches and Access Point (Wireless device)

EDUCATIONAL QUALIFICATION

* 2017 : BS Computer Science from Sheikh Zayed Islamic Center University of Peshawar Pakistan.
* 2012 : Intermediate (Pre Engineering) from BISE Swat.
* 2010 : SSC (Science) from BISE Swat.

Languages Known

* English, Hindi , Urdu and Pashto

personal profile

Date of Birth : 02/06/1994

Gender : Male

Place of Birth : Buner

Nationality : PAKISTANI

Marital status : single

Religion : Islam

Visa Status : Visit Visa

Date of Expiry : 09/11/2022

**Declaration**

Taking the above mentioned which are correct to the best of my knowledge, if I am given a chance to serve in your esteemed organization, I assure my best service at all times and at all levels

**(Malak)**