CURRICULUM VITAE



Kabeer

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CAREER OBJECTIVE

To develop my career as a professional by working in a globally competitive environment on challenging assignments that shall yield the twin benefits of job satisfaction and overall personality development along with a paced professional growth.

EDUCATIONAL QUALIFICATIONS

* BS Computer Science- Hamdard University Islamabad
* Intermediate - Mirpur board AJK Pakistan
* Matriculation- Mirpur board AJK Pakistan

# CAREER SNAPSHOT

*IT Executive* Dec 2018 to March -2019

Company: Hotel one (Pvt) ltd.

**Duties & Responsibilities:**

* Install, configure, manage, maintain, test, evaluate, and repair computer networks, workstations, support server system(s), supporting hardware/software, user accounts, and computer/telephone PBX and extension
* Install, upgrade, support and troubleshoot desktop application, like adobe acrobat, skype, Antivirus Software. Etc.
* Troubleshoot/repair/resolve technical problems/issues related to computer hardware/software/LAN and WAN/internet.
* Provide network communications support and technical guidance.
* Plan and coordinate information technology-related equipment installations, moves, additions, changes, and system enhancements.
* Provide end-user support for all applications.
* Plan and manage disk space for entire network.
* Maintain accurate inventory of all technological devices.
* Attendance Machine installation ,Attendance Management(HCM,ESS)
* Recommend, and implement process improvements.

*IT Officer March -2017 to Dec 2018*

* *Managing CCTV Camera, cable patching, remote access, location infrastructure.*
* *System Support*
* *Telephone Exchange ,* Connector , Extension
* Network Maintenance, Network troubleshooting, new router placement,

*IT Coordinator* June-2015 to Feburary-2017

Company: One Call-BPO

RESPONSIBILITIES:

* Maintaining Of Computer and their Network
* Server Designing(2003&2008)
* DNS,Active Directory, H Visualization
* Go-Auto dialer (Configuration)
* Several Other Tasks as Assigned by Higher
* Elastic For Manual dialing
* Soft phone Configuration

TECHNICAL QUALIFICATION:

* CCNA & MCSA 2 month training (Corvit Systems Rawalpindi)
* Basic Computer – Basic of IT &Window XP, Window 7, Window 8,Window 10 Internet Applications
* Packet Tracer (Computer Network Simulation Tool)
* Microsoft Office (Word, Excel, Power Point)
* Router Configuration
* Printer ,scanner ,Outlook configuration And troubleshooting

MAJOR STRENGTHS

* Excellent communication skill including organizing, controlling, coordinating.
* Dedicated, Hardworking, creative and strong will power.
* Ability to work under pressure and meet deadlines

PERSONAL DETAILS

Date of Birth : 03-03-1993

Nationality : Pakistan

Marital status : Married

Religion : Islam

Languages : English, Urdu,

INTEREST AND HOBBIES:

* Reading and research
* Traveling with friends
* Playing cricket