**Applicant Name**

|  |  |
| --- | --- |
|  |  |
|  | **Mobile Number:**  xxxxxxxxxxx**Email Address:** xxx@gmail.com **Salary expectation Not specified / Negotiable** |

**Summary**

|  |  |
| --- | --- |
|  |  |
|  | To pursue a professional career as IT executive / Network Admin in a progressive organization that gives scope to expand my knowledge and skills. To be a part of a team that dynamically works towards the growth of the organization. I have enthusiasm and dedication that drives me to attain a challenging position to meet my career objective. I work to the highest standards and have an eye for detail with skills in design and organization. Self-motivated graduate with well-developed project management and IT skills combined with a flexible attitude to work.  |

**Education**

|  |  |
| --- | --- |
|  |  |
|

|  |  |  |
| --- | --- | --- |
| 2017-2021 | **BSIT (Information technology)** | University of Punjab Gujranwala Campus |
| 2016-2017 | **ICS (Physics)** | Punjab Group of Colleges Gujranwala |
| 2014-2015 | **Matriculation (Science)** | City Standard High School Gujranwala |
| 2019 | **CCNA (Routing & Switching)** | PAPTECH Institute Gujranwala |

 |  |

**Area of strength**

 Computer networks developing and implementations, Windows servers, VoIP Support, Troubleshooting, VPN, Network Devices, MS office, System security.

**Experience**

|  |  |
| --- | --- |
|  |  |

4 Months Internship at **FINJA PVT LTD** as IT Support **(July-2021 till Oct-2021)**

**Responsibilities:**

* VoIP Support, FreePBX/Isabel Configuration (Asterisk Modules, Blacklist IP Handling, System Recordings, User Management, extensions, IVR, Call Recordings, Queues, Time Conditions, Time Groups, Ring Groups, Inbound Routes, Outbound Routes, Trunks, CDR Reports)
* Soft Phones Configuration (Microsip, Eye Beam, Zoiper)
* Hard Phones configuration (Cisco IP Phones)
* Active Directory User Management
* Esxi Hosts Installation, Vms Basic Work
* Windows Installation (7,8,10,11)
* Hardware & Software Installation
* Antiviruses Installation (Kaspersky)
* Cisco Switches and firewall Version Upgradation
* Huawei Switches Configuration
* Firewalls Configuration Support
* Ap’s Controller Configuration
* Data backup and data mirroring
* Printer Configuration
* Maintain Networking & related computing environments. Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems.
* Knowledge of MS Office

 **Freelancing (January-2021 still working)**

 **Designation:** Virtual Assistant (**USA/eBay Online Shopping Store**)

 **Key Responsibilities:**

* Product Listing
* Inventory Management
* Order Management
* Sales Management

 **Tora.PK (December-2021 still working)**

 **Designation:** Website Manager

 **Key Responsibilities:**

* Website Management
* Product Listing
* Inventory Management
* Order Management

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| Awards and Honors  |
| **School Academic Award**Outstanding Academic Performance 1st Position in 8th Class (Receiving Medal and Position Certificate from Chief Guest) **Sports Gala University of Education**Cricket captain of university team |

 |

Personal information

|  |  |
| --- | --- |
|  |  |

**Date of Birth:** 20-07-1990

**CNIC No:** xxxxxxxxxxxxxx

**Gender:**  Male

**Marital Status:** Single

**Religion:** Islam

**Nationality:** Pakistani

Reference

|  |  |
| --- | --- |
|  |  |
|  | *Will be furnished on demand.* |