**Applicant Name**

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

**Summary**

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|  | 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**

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| |  |  |  | | --- | --- | --- | | 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**

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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

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| |  | | --- | | 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

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

**CNIC No:** xxxxxxxxxxxxxx

**Gender:**  Male

**Marital Status:** Single

**Religion:** Islam

**Nationality:** Pakistani

Reference

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