

COVER LETTER

Dear Sir/Madam,

The attached resume will provide the evidence that I am the logical candidate for the post lying vacant in your organization. I would like to offer my services for your organization. I have obtained my Bachelors degree BS (Computer Sciences) from Allama Iqbal Open university, Islamabad in March 2005. I have a total experience of more than **12 years**. In these years I have worked for many professional companies and have worked in a competitive environment and always keen to work hard and fulfil my task positively in time and good accuracy.

Sir, I assure you that you will not feel regret after selecting me. I hope my qualification and skills, described in my resume will suggest how I might be capable of serving your organization.

Please give me a chance to prove my abilities and myself and give me a positive response. Hoping for a favourable consideration.

Thanking You in Anticipation

SAQIB IQBAL
BS (Hons)
+92 306 1833125
saqibiqbalchauhan@gmail.com

RESUME

Saqib Iqbal

Mobile: 00923061833125

E-mail: saqibiqbalchauhan@gmail.com

Objective

Seeking job as I.T Manager/Project Manager in an organization which utilizes my engineering skills to benefit the organization and thereby my own growth. I am Hardworking, competitive and like growth myself in a competitive environment.

TECHNICAL SKILLS

NETWORKING :

- LAN/WAN, Network Troubleshooting, Security to Network,
- FireWall : Cyberoam, Sophos **SOPHOS** Certified Sales Consultant
- Cisco Router & Switches: 881 , 887, 2900 , 3850
- Cisco Voice : Working on Cisco Unified Call Manager (CUCM) for IP telephony,
- Cisco Switching: VLANs, Routing, port configuration, stacking, VTP
- Cisco WLC & AP: WLC 5500, AP 2600, 2700,1200
- Networking Monitoring: MRTG (Monitoring the L3VPN between branches)
- Avaya :Avaya IP Office Installation Configuration Managing

Servers :

- Windows Server 2008,2010,2012,2016 Installing and Configuration
- ADDS, DNS, DHCP , FILE SERVER ,WSUS. AD Migration
- Exchange Server 2010 Installing and Configuration, Troubleshooting , Managing
- Backup Apps : Symantec Backup Exec 2012 ,Veeam Backup , Acronis Backup

I.T Support :

- CCTV (HW+SW) Cameras, Installing , configuration, troubleshooting .IP + Analogue cams
- Time Attendance Machine (H.W + SW) Cameras, Installing, configuration, troubleshooting
- Door Access System: Installing, configuration of door access system
- Responsible for maintain the I.T Store (Ink, Mouse, Keyboard etc)
- Network Printer and Scanners
- Support for software (Office 2007, 2010, 2013, window xp,7,8 , ERP , Accounting Software etc)

Professional Experiences

(I.T Specialist)

Megamind-IT Solution (ISDC) (BatterJee Group)

(Aug-2017 to Till Date)

International Skill Development Company was established in 2011 with the aim of enhancing the skills of the new generation of the Kingdom of Saudi Arabia in order to compete with future challenges and to serve the Nation. Technology is an ever changing medium

Projects Completed

Fastrackkids School Academy Jeddah

1. Complete Data Center Design , installation and configuration Including
 - Cisco Switches Installation, configuration, 3850
 - Cisco Router Installation, configuration 887
 - Cisco Voice Router Installation, configuration 2900 Series
 - Cisco Wireless Controller Installation, configuration 5500 Series
 - Cisco Access Points ,Installation, configuration 2700 Series
 - Firewall Sophos Installation, configuration XG 210
 - Electronic Door access System : configuring through Application : Brand TDSI
 - Finger Print Biometric Attendance System : Configure through Application : Brand Morpho
 - Digital IP Clock System : Configure through Application : Sapling
 - ERP School Management System : Training, Testing, Implementation

After completing the project maintenance and troubleshooting etc.

Beverly Clinic Jeddah

2. Complete Data Center Design , installation and configuration Including
 - Cisco Switches Installation, configuration, 3850
 - Cisco Router Installation, configuration 887
 - Cisco Voice Router Installation, configuration 2900 Series
 - Cisco Wireless Controller Installation, configuration 5500 Series
 - Cisco Access Points ,Installation, configuration 2700 Series
 - Firewall Sophos Installation, configuration XG 210
 - Electronic Door access System : configuring through Application : Brand TDSI
 - Finger Print Biometric Attendance System : Configure through Application : Brand Morpho
 - QMS : configuration of Queue Management Systems

After completing the project maintenance and troubleshooting etc.

OTHER ROUTINE TASKS:

- Complete Monitoring, Managing , Maintaining of 5 Data Centres in different branches of company
- Call Recording Monitoring Software Maintenance
- Cameras Management on all sites
- Finger Print on all Sites
- Keep tracking of company domains expiration
- Computers troubleshooting
- Network Troubleshooting
- Contacts with vendors for different current and new services
- All in One, Many Task etc.

(Sales Engineer/Project Manager/Technical Engineer)

Rawad ITS : (Mar-2017 to July-2017)

Rawad IT Solutions is a leading specialist in the world of Information and Communications Technology (ICT), Information Security (InfoSec) and Innovative Business Solutions.

As Sales Engineer

3. Searching for new clients
4. Establishing new, and maintaining existing, relationships with customers
5. Persuading clients that a product or service will best satisfy their needs
6. Calculating client quotations,
7. Negotiating tender and contract terms
8. Offer SLA's
9. Recording and maintaining client contact data
10. Co-ordinating sales projects
11. Supporting marketing by attending trade shows, conferences and other marketing events
12. Providing pre-sales technical assistance and product education

As Project Technical Engineer

13. Project Scheduling by maintaining project processing
14. Project Cost
15. Project phase by phase reporting
16. Handover to client after complete testing and achieving the satisfactory level from client
17. Data Center complete design + configurations

(IT Supervisor/Network Engineer)

Modern Metal Ind. Co. Jeddah: (July-2011 to Feb-2017)

It is one of the leading company established in 1999 in Jeddah specialized in all kind of expanded metal product in different shapes and sizes. It has five branches in all, three in Saudi Arabia, one Egypt and one in Dubai. I am working here as IT Supervisor/Desktop Support Engineer since July 2011 to Jan-2017.

My Strategy of work being a I.T Supervisor and Network Engineer Network Availability, Less down time, Upgradation, Security and Backup

18. Diagnose, analyse and resolve user Laptop, PC or handheld devices software and hardware issues.
19. Manage LAN/WAN environment, with Cisco switches and routers
20. Network ,Server maintenance, upgrades
4. Recommend, purchase, configure and install laptops, PCs, handheld devices and computer related equipment.
5. Maintain licenses for all software and ensure that all systems are covered by the proper maintenance contacts
6. Maintain licenses for all software and ensure that all systems are covered by the proper maintenance contacts
7. Monitor the performance of the computer software and maintain a log of performance reports, error and integrity check reports, system malfunctions and solutions
8. Installing new computer systems and Adding to Domain
9. Installing and configuring DHCP, DNS, WSUS, FTP, Server
10. Installing and configuring DNS Server
11. Installing and configuring domain controller, Active directory and managing users, their rights and permissions
12. Installing and configuring firewall Sophos, Cyberoam
13. Installing and configuring of CCTV cameras
14. Installing and configuring of Time Attendance Machines
15. Installing and configuring Exchange server 2010
16. Backup servers, ERP softwares, with backup tools
17. Installing and configuring Electronic Door Access system

18. Network support, trouble shoot, Monitoring traffic, Firewall,etc

(I.T Support)

A.A Najjar Trading Est. Jeddah: (April-2010 to March -2011)

It is one of the Trading Company of industrial supplies in Saudi Market. They are traders as well as stockist of all industrial material like. I am working here as I.T Support since April 2010 to March 2011. My key responsibilities are

1. Troubleshooting LAN
2. Installation and Troubleshooting of Hardware and Software
3. Sharing of Printer, Drives etc.

(Application Support)

AI Motabei for Electronic System Jeddah: (Feb-2009 to Feb-2010)

I have worked in this company for one year.. It's a vehicle tracking system company. I have worked in Motabei as a **Application Support & Testing** from 15th of Feb.2009 to 14th Feb-2010. My key Responsibility are

1. Installation and configuring of Tracking Devices
2. Troubleshooting of Devices on System (Software + Hardware)
3. Testing and Monitoring of Devices on Satellite
4. Installation of Software and troubleshooting
5. Monitoring the online traffic of devices.
6. Helping Senior Software Engineers to develop tracking applications for customers of different projects
7. Working on Crystal Reports on company demand for preparing attractive reports of the projects
8. Supervising the Big Project of Company for Hafil Transport Company for the Installation and verification of 7000 Vehicles.

(Supervisor)

System Limited Lahore: (Apr-2008 to May-2008) Project Base (Part Time)

System Limited is one of the leading Software development house and Business Outsourcing Company in Pakistan. I have worked as a **Supervisor** in a BPO team in the night shift for System Limited Lahore in its domestic project of Security & Exchange Commission of Pakistan Lahore from April 1,2008 to May 31, 2008 until the end of project.

Responsibilities were

1. Monitoring all the BPO Agents/Data Entry Operators working
2. Achieving daily targets from an individual agents
3. Hiring & interviewing new agents
4. Troubleshooting of Computers Network
5. Troubleshooting of Software and windows working on.
6. Back Up of Data
7. Reporting to Project Manager on Daily, W weekly and Monthly basis

(IT Support)

Govt.Literacy and NFBE Department Lahore: (June-2007 to May-2008)

Literacy and Non Formal Basic Education (NFBE) Department is the sub department of the Education department of the Govt. of Pakistan. This department teach not in Formal way of Education i.e. Schools, colleges, Universities etc. Actually it teaches in homes, far away rural areas where school are not available in evening timings.

I have worked as **internee** in its IT Section in Literacy and NFBE Department Lahore, Pakistan under Government National Internship Program from June 1, 2007 to May 31, 2008. Responsibility was

1. Troubleshooting LAN
2. Installation and Troubleshooting of Hardware and Software
3. Sharing of Printer, Drives etc

(Computer Section In charge)

Gulistan Textile Mills (Pvt)Ltd Tibba Vehari: (May-2005 To May-2007)

Gulistan group of Companies is one of the biggest Textile group in Pakistan Textile Industry. I have worked for Gulistan Textile Mills Ltd. No.2 from May 2, 2005 to May 12,2007 in the capacity of **Computer Section In charge**. Here my responsibilities were as follows:

1. Handling the Local Area Network
2. Installation and Troubleshooting of Hardware and Software's
3. Give Permission for the Shared devices like printers, drives and directories.
4. Hiring & Interviewing the New Data Entry Operators for departments
5. Purchasing of Computers & its necessary parts
6. Maintenance of Company records and Backup
7. Desktop Maintenance and Troubleshooting
8. Configuring the systems for internet as well as for the Local Area Network.
9. Analyse & track and complex software and hardware matters of significance pertaining to networking connectivity issues, printer, and application to meet business needs

Professional Qualification

Year-2005

BS-Computer Science (4 Years)

From Allama Iqbal Open University Islamabad, Pakistan (www.aiou.edu.pk)

Study Centre : NK-Fact College of Computer Sciences Lahore , Pakistan

Marks Percentage = 66% , CGPA = 3.1 , Division = 1st

Academic Qualification

Year-2000

F.Sc (Pre-Engineering)

From Board of Intermediate And Secondary Education Multan, Pakistan

Marks=677/1100, Grade=B, Percentage=61%, Division=1st

Year-1997

Matriculation (Science)

From Board of Intermediate And Secondary Education Multan, Pakistan

Marks=600/850, Grade = A, Percentage= 70%, Division=1st

Certification & Training

Sophos Certified Sales Consultant  Certified Sales Consultant , CCNA , MCSE

Other Skills:

- Good Communication skills and Interpersonal skills
- Good Analytical and Reasoning skills
- Hardworking and Quick learner

Future Career Interests:

I.T Manager, Project Manager (IT), Network Administrator, Desktop Support Engineer, Banking Sector (IT) , Sales Engineer (I.T),

Personal Information

Nationality: Pakistani

D.O.B: 1982

Marital Status: Married

References

Tahir Raza
System Analyst

Netsol Technologies Lahore

Cell: +92-300-6679296

Tahir.raza@netsoltech.com

Mr. Zahoor Ullah

Vice President

National Bank Pakistan ,Karachi

Cell: +92-334-8806600

Zahoor_nbp@hotmail.com