

Microsoft
CERTIFIED
Curriculum Vitae
SECURITY



INAYAT UR REHMAN

Personal Profile:

Email: inayatkk147@gmail.com Cell: +971509932865 (All time) Nationality: Pakistani
Passport #: AL1746143 Address: Amana pipeline construction LLC P.O Box 122503 Dubai UAE.
UAE valid Driving license.

Personal Objectives:

Seeking a challenging career in IT infrastructure focusing on networking + team management that will utilize my technical, design, team leadership skill and off course develop myself on Learn More& Serve More bases.

Personal Qualities:

- Broadminded, honest, open, adaptable to a range of situation and task.
- Well organized and well presented.
- Able to work autonomously, creatively.
- Independently and accurately.

Skills / Competencies:

Quality Orientation / Attention to details Information Monitoring Maximizing Performance
Adaptability Customer Service Orientation Teamwork / Collaboration

Work experience:

Position: Network (LAN & WAN) Administrator, IT Admin & IT team Leader
From June 2008 to up till now at Amana pipelines Construction LLC (Oil & Gas) Dubai UAE

Responsibilities as Team leader:

- Organizing and mentoring and motivating individuals to achieve both personal and **team** targets.
- Motivating **team** members to achieve the workflow targets... experience in IT Administration.
- Experience of managing a **team** will have advanced Process Awareness and the ability to...
- International Travel (KSA, Sri Lanka, Oman, Bahrain) shift work and out of hours support when required.
- Managing all company Internet, phones and BYOD accounts (Etisalat and Du).
- Aconex (online document management system) org Admin.

Responsibilities as Network (LAN&WAN) Administrator:

- Implementation of Active Directory.
- Implementation of Domain, DNS Server, and Secondary DNS Server, DHCP Server, DDNS Server, Print and File Server, Terminal Server
- Backup and restore servers.
- Managing Router & Switches, Managing Vlans, STP, Ether channel, RIP, Managing Access list.
- Supervise Help Desk and train the staff their and allocate workload among them. Share rotating on-call duties for providing end user support after official working hours and on weekends.
- Coordinates with the Asset controllers and implements the rules of the asset management system.
- Escalating unresolved problems to 3rd party companies follow up on warranty expiration and Service contracts.
- Smart phones backups, setup and configurations.

My approach:

Possessing a number of significant achievements within IT services management. Excellent IT approach to solving problems and optimizing team potentials. Now looking for next stage in career whilst continuing to make a significant contribution for a major player.

- Maintain, troubleshoot and administer the use of local area networks (LANs), wide area networks (WANs), mainframe networks, computer workstations, connections to the Internet and peripheral equipment.
- LANsweeper Admin.
- Installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.
- Skill and Knowledge transfer with colleagues to ensure the robust provision of support, personal growth and organizational skills contingency.
- Administration of service desk requests, change management, configuration management, vendor management and any other duties required to ensure that the IT requirements of the organization are met.
- Provide local desk side support and remote support for users throughout the organization.
- Servers Virtualization, VMware.
- Solving services to network users.
- Installing computer hardware, networking software, operating system software and software applications.
- Provide problem-solving services to network users.

Position: Support Engineer

From January 2006 to May 2008 at Cyber net (internet service provider)

Responsibilities as Support Engineer:

- Installing, Configuring, and Administering Microsoft® Windows® XP Professional, Win 7, 8.
- Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.
- Managing and Maintaining a Microsoft Windows Server 2003,2008 Environment
- Implementing Microsoft Internet Security and Acceleration (ISA) Server 2004
- Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- Designing Security for a Microsoft Windows Server 2003 Network
- Planning, Implementing, and Maintaining a Microsoft Windows Server 2003,2008 Active Directory Infrastructure
- Implementing and Administering Security in a Microsoft Windows Server 2003 Network
- Configuring Microsoft Windows Vista Client
- Managing Router & Switches, Managing Vlans, STP, Ether channels, Routing and Routed Protocols RIP, RIP (Version2) IGRP, EIGRP, Managing Access list.

Position: Assistant Network Administrator

From February 2004 to December 2005 at CDCC (Community Development Call Center

Position: Network Assistant

From December 2002 to January 2004 at Multinet (Internet Service provider)

Professional Qualifications

2004 – 2006 Post Graduation in Information Technology (MIT) Gomal University Dera Ismail Khan Pakistan.

Area studied: Introduction to Computer Programming, Data Communication, Computer Networks, Operating System Concepts, Software Engineering, Web Page Design & Development, ECommerce, Database System, Visual Programming, Organization Behavior, C++

CCNA3.0. (Cisco Certified Network Associate)

Microsoft Career International Certification

MCTS (Microsoft Certified Technology Specialist)

MCSE (Microsoft Certified System Engineer (security specialist))

MCSE (Microsoft Certified System Engineer)

MCSA (Microsoft Certified System Administrator (security specialist))

MCSA (Microsoft Certified System Administrator)

MCP (Microsoft Certified Professional)

ITIL® Foundation

ITIL® Foundation Certificate in IT Service Management

CCNA 3.0 (Cisco Certified Network Associate)

IP classes, Sub Netting and VLSM, Routed and Routing Protocols, Cisco IOS, VLANs, Access Lists, WAN, Wireless Devices

MCP, MCSA, MCSE MCTS

Local Area Network Administration and maintenance in Domain and Workgroup Environments

- Using Windows Server **2003, 2008 XP window vista , Window 7 Window 8** Configuration and Implementation of **DNS** (Domain Name Server primary, slave, and Dynamic), Configuration and Implementation of **DHCP** (Dynamic Host Configuration Protocol)
- Configuration and Implementation of **IIS** including WEB, and FTP servers, Implementation of **Group Policies**, **VPN** (Virtual Private Network) configuration and setup and connecting,
- Configuration and Implementation of **RRAS** (Routing and Remote Access server).
- Configuration and Implementation of **ISA** (Internet Security Accelerator),
- Configuration and Implementation of Mail Server (**MS Exchange Server**), Administration via HTML, Telnet and Remote Desktop, Configuration and Implementation of **DFS** (Distributed File Server)
- Configuration and Implementation of **TS** (Terminal Server),
- Configuration and Implementation of Print **Server**, Disk Management using different methods, **Backing Up** and **Restoring** Data.

OTHERS SKILLS

Networking: MCP, MCSA, MCSA (security) MCSE (security), MCTS, CCNA on LAN & WAN Implementation, Configuration and Trouble Shooting of Switches and Routers.

Operating System Platforms: Windows2003, 2008 Server, XP, window Vista, Window7, window 8 Configuration, and implementation of all Servers and Services.

FIREWALLS and Antivirus: Installation, Trend Micro server and client, Barracuda and Symantec Firewalls.

LANGUAGES

URDU: Speak frequently and read/write with high proficiency.

ENGLISH: Speak frequently and read/write with high proficiency.

ARBIC: Minimal