

Umar Gulzar Bajwa

Email: ubajwa@ccc.com.om

Personal Email: omermails@yahoo.com

Current Resident: Muscat Oman

Visa Status: Employment Visa

Mob: +968-94631736

Mob: +92-3338231310

CARRIER OBJECTIVE:

I am looking for a secure and challenging position with the opportunity for professional growth based upon performance, which will utilize my abilities, developed through my education and experience while contributing to the success of my employer.

EDUCATIONAL QUALIFICATION:

Bachelors of Science in Computer Engineering	2011
F.S.C (Pre-Engineering)	2006
Matriculation (Science)	2004

PROFESSIONAL COURSES:

- Cisco Certified Network Associate (CCNA Routing & Switching)
Corvit Lahore
- Microsoft Certified IT Professional (MCITP)
Corvit Lahore

PROFESSIONAL EXPERIENCE:

GCC Experience:

Organization : Consolidated Contractor Company (CCC)
Designation : Assistant LAN Administrator
Duration : Oct 2015 – Till Date

Job Responsibilities:

- Configuring Installing and troubleshooting various network devices, equipment and Services (e.g., Routers, Switches, Access points, computer and work stations etc.)
- Configure Different type of protocols Like (RIP, EIGRP, OSPF,) etc.
- Core switch configuration.
- Solve network related problems like connectivity with servers, P2P connectivity & other equipment on the LAN/WAN, and also assure the connectivity of systems & switches.
- Assign Static IP addresses for the clients.
- Configuring Syslog, SNMP, NTP & SSH for managing network access & monitoring and packet captures on network devices and servers.
- Managing and keeping internal networks running and implementing preventive maintenance.
- Maintaining and assuring update of network documents and diagrams.
- Monitor Performance and ensure system availability and reliability.
- Installation, Management, Configuration and Troubleshooting Windows 7/8/10.
- Installation, Management, Configuration and Troubleshooting Windows Server 2008/2012.
- Installation, Management, Configuration and Troubleshooting Windows 2008/2012 Active Directory, Sites, Domain & Trusts, Group Policies Objects, Security policies, Backup and Restore, Authoritative Restore, Software Installation and restriction, RIS/WDS, Disk Management (Basic/Dynamic/Raid), Print Server.

- Implementing and administrating common TCP/IP services, including DNS, DHCP, HTTP, FTP, SSH, SMTP, etc.
- Monitoring critical alerts like Disk Space, CPU Usages, and Memory Usages, Server Offline etc.
- Handling the responsibility of server Scanning & Patching.
- Perform backup scheduling and rescheduling the jobs.
- Use technical knowledge, troubleshooting skills and a repeatable process to resolve issues with servers and software document resolution where appropriate.
- Perform a desktop administration of different operating systems computers.
- Participate in technology purchasing, assisting with selection, ordering, receipt & initial setup of computers network devices.
- Server Administration (Server roles, Storage, Active Directory and Group Policy, file, print, and remote access, virtualization, Application Servers, troubleshooting, performance, and reliability)
- Computer Software & Hardware (Troubleshooting in Computer System)
- Office Automation (MS Word, MS Office, MS Excel)

PAKITSAN Experience:

Organization : Inbox Business Technologies PVT LTD
 Client : Pakistan Telecommunication Company Limited (PTCL)
 Location : Gujranwala Pakistan
 Designation : IT Engineer
 Duration : Apr 2011 – Aug 2015

Job Responsibilities:

- Installation & configuration of LAN.
- Trouble shooting the networking related problems.
- Installation of Operating Systems Win XP, Win 2007, Win Vista, Win 2008 Server R2.
- Installation of device drivers & hardware components.
- Setting of small & medium sized networks.
- Cabling & crimping for systems, switches & routers.
- Installation configuration and troubleshooting of Laptop/Desktop PCs.
- Installation configuration and Troubleshooting of Printers and Scanning Devices.
- Installation, Configuration and Managements of Windows Server 2008 R2.
- Configuration of RAID System in Servers.
- Installation and Configuration of Active Directory, Domain Controllers, Additional DC, RODC.
- Installation and Configuration of DNS, DHCP, Trust Relationship.
- Configuration of Group Policy, Sharing and NTFS Permissions.
- Monitoring and Troubleshooting of Network as whole.
- Installation and Configuration of File, Print, Application Services.
- Installation and Configuration and Management of Backup Solutions.
- Installation, Configuration and Management of Antivirus (McAfee).
- Investigating, diagnosing and resolve all network problems.

- Maintaining pre-packaged software applications on the LAN.
- Upgrading and repairing faults on networks.
- Responsible for networking, design, installation and maintenance.
- Networking and providing support for Windows.
- Configuration and testing of any new hardware and software.
- Travelling to client sites to help with installs, deployment, and troubleshooting.
- Outlook installation, configuration, trouble shooting.
- Installation and configuration of CCTV camera.
- Installing and operating Windows desktop and server operating systems.
- Provided full support for Microsoft products and the network environment.
- Installation of N computing devices and support the N computing base e libraries.
- Installed, configured, and supported IP-Phone (Hp-4120).
- Managing the Printers Konica Minolta & Plotters.
- Responsible of the toner and services of the printer & plotters.
- Remotely provide technical assistance to user queries and problems.
- Remotely accessing hardware/software for user to make changes and fix problems, along with the ability to properly document and share knowledge across teams.
- Responsible for new material requisition and managing the inventory of ISD.
- Training new employees.

Management Skills:

- Teamwork oriented.
- Work under pressure.
- Applying policies and procedures of the firm.
- Motivated, ambitious and high quality performance.
- Excellent customer service skills.
- A good working knowledge of all levels of helpdesk support.
- Excellent telephone manner and customer service skills.
- Able to diplomatically manage customer's expectation.
- Ability to work shifts and weekends -occasional overtime / overnight.
- Having the ability to listen to, understand and defuse difficult situations.

PERSONAL DETAILS:

Date of birth	15 May 1987
Passport #	AA3594113
Nationality	Pakistani
Sex	Male
Marital Status	Married

Reference:

Will be furnished on demand.

*** I hereby declare that all information given above is correct in the best of my knowledge and truth.