



AYAZ MEHBOOB

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CARRER SUMMARY

A confident and reliable Information Technology Personal with extensive practical experience of working with computers and resolving any support issues that are raised to any Desktop, Laptop or server. Possessing a proven ability to administer and control the operation, configuration and maintenance of computer based information systems, as well as having an eye for detail and able to multi-task under pressure. An excellent communicator, can relate well with people at all levels and has the flexibility of working well as part of a team and on my own.

Now looking to further an already successful career by working for an ambitious and expanding company.



EDUCATION

Bachelors of Information Technology | University of the Punjab Gujranwala Campus

2007 – 2011

3.09 **CGPA**

Intermediate in Commerce | Gift College Gujranwala

2004 – 2006



SKILLS

- Windows Server Administration
- HIK Vision CCTV System Administration
- Network Printer/Scanner/FAX Installation/Configuration
- Network Switches/Routers/Access Points Installation, Configuration and Managing
- Email Configuration in Laptop, Desktop PC, Mobiles and/or Mac OS
- Disaster Recovery
- PABX System Administration
- Virtualization
- ContraktSoft ERP System Installation & Training
- Managing Desktops, Laptops and Servers at Main Office and Site Offices
- Installation/Configuration of SQL Server
- IT Assests Management
- Support for Mac OS.



EXPERIENCE/RESPONSIBILITIES

IT Support Engineer | Steel Construction Engineering Co. L.L.C

SEP 2013 – PRESENT

Maintain the Company's Network Infrastructure including all project site offices.

Support Users over the phone or by email.

Designing the network cable structure and lay down the network cables in company's all offices and project sites.

Installation and configuration of network printers in company's all offices and project sites.

Networking and providing support for Windows and Macintosh Operating Systems.

Configuring and Testing of any new hardware and software.

Setup desktop computers and peripherals and test network connections

Traveling to the site offices to help with installs, deployment and troubleshooting.

Management of daily data backup and retrieval scheme.

TCP/IP networking and hardware maintenance & repair.

Training of new employees.

Applying patches in accordance with company procedures.

Installation and configuration DNS, DHCP and Active Directory domain services.

Installation, configuration and managing of Print/File/Data Servers.

Installation, configuration and managing of Domain Server.

Installation, configuration and maintenance of FAX machines.

Installing and configuring Finger Print Machines.

Rectifying and troubleshooting issues with Finger Print Machines.

Installation and configuration of CISCO Switches and Routers.

Perform daily server system monitoring, verifying the integrity and availability of all hardware,

server resources, systems and key processes, reviewing system and application logs, and verifying

completion of scheduled jobs such as backups.

Creating, Installing, configuring and troubleshooting of outlook email accounts.

Installation, configuration and management of CCTV system like cameras, NVR and DVR etc.

Map/un-map network drives in user PCS.

Managing different Project Site Locations.

Create, change, and delete user accounts per request on server.

Maintain operational, configuration, or other procedures.

Install and test desktop software applications and internet browsers.

Test computers to ensure proper functioning of computer systems.

Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.

Providing on-call support to end users on different issue.

Providing online support for remote offices.

Providing daily support to users/staff on all IT related matters. Configure, memory, and disk partitions as required.

Replacing parts as required.

Providing advice on selection and purchase of IT material.

Obtaining quotes for supply of goods and services from suppliers regarding IT material.

Supporting the roll-out of new applications.

Setting up new users' accounts and profiles and dealing with password issues.

Responding within agreed time limits to call-outs.

Working continuously on a task until completion (or referral to third parties, if appropriate).

Rapidly establishing a good working relationship with customers and other professionals.

Conducting electrical safety checks on servers and other computer equipment.

Installing, maintaining, troubleshooting and training of **Visual (Microsoft SQL base ERP)** Application to end users.

Installing, configuring and training of **ContraktSoft (Oracle base ERP application)** to end users.

Junior Software Developer | PowerSoft (Pvt)

NOV 2011 – JUNE 2013



PERSONAL DETAILS

Date of Birth	03-03-1989
Nationality	Pakistan
Marital Status	Married
Passport Number	AN0136261
Languages Known	English, Urdu, Arabic