

# JAWWAD BIN WASI

ASSISTANT MANAGER IT | GULAHMED TEXTILE MILLS LIMITED

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## **SUMMARY:**

Highly enthusiastic and eager to write in a challenging environment. Have extensive knowledge of how to support the business functions through IT operations. Well-organized and excellent team player with a proven ability to work proactively in a complex also fast-paced business environment. Take active participation in streamlining and improving processes, enhancing productivity, implementing technology and other solutions. A quick learner who can absorb new ideas, experience while performing daily job tasks.

## **EDUCATION:**

Bachelors in Commerce  
University of Karachi

Intermediate In Commerce  
Government Premier College

Matriculation in Science  
Dhaka Secondary School

## **CERTIFICATION:**

Azure Administrator Associate  
[AZ-900 | AZ-104 Certified]

### **Major Skills:**

Application Services | Azure Active Directory | Azure App Services | Azure Load Balancer | Azure Storage | Azure Subscription | Azure Virtual Machine | MFA (Multi-Factor Authentication) | Privileged Identity Management | Secure Identities | Virtual Networks

Windows Server Hybrid  
Administrator (Currently Learning)  
[AZ-800 | AZ-801]

### **Major Skills:**

Deploy and manage AD DS in On-Premises and cloud environment | Manage Windows

## **WORK EXPERIENCE:**

### **Assistant Manager IT**

Gul Ahmed Textile Mills Limited | Mar 2022 to Present

Directed all IT functions, ensured planning, end-user impact, change-focused initiatives, training, quality improvement, and management, and monitored project completion within deadlines, budgets.

### **Key Accomplishment:**

- Active Directory, DNS, DHCP, WDS: (Create Users, Groups and Deploying group policies, OUs, Sites and services software restrictions, Forward & Reverse Zones, DNS Entries, IPV4 Pool Lease, IP-Reservation, Boot OS, Software's Updates etc.
- Deployment, maintain and manage RDS environment in two units successfully.
- Maintain and Manage Office 365 Admin Centre and Services (Create emails and groups external clients, licenses, manage mailboxes, shared mailboxes, MFA, anti-spam, anti-malware protection, recipients, online archiving).
- Maintain and Manage Kaspersky security center 13.1 (Policies Developments, Create tasks, server administration, data encryption,

Server and Workloads in a Hybrid Environment | Manage VM's and Container | Implement and manage on-prem and hybrid networking infrastructure | Manage storage and file services.

## Personal Information:

Father Name:  
Wasi Ahmed Khan (Late)

Date of Birth:  
14 – August - 1986

Marital Status:  
Un-Married

CNIC #:  
42101-8258080-3

Passport #:  
VC6900801

Visa #:  
6085720996

## Social Links:

LinkedIn: [Jawwad Bin Wasi | LinkedIn](#)

windows firewall rules, DLP (Data Loss Preventions) etc.

- PRTG Server deployment and monitor (web portal & desktop console) multiple locations monitoring (Power & Storage Status, ping status, Ports, Bandwidth and trigger updates.
- Maintain and Manage Ubiquiti (Unifi) controller (MAC filtering, Bandwidth control, guest control, Monitor Client Statistics).
- Entrusted with the responsibility to review, audit, and prioritize all IT management tools, including the replacement cycle of information technology hardware.
- Assessed the business process workflow cross-functionally and made recommendations for process improvement.
- With focus-towards continue improvement, ensuring continuity of IT-Ops by identifying the critical areas are carried out per business requirements. With focus-towards continuous improvement, ensuring continuity of IT-Ops by identifying the critical areas and carried out per business requirements.
- Extreme focus to manage hardware inventory, fixed assets, application licenses with process to retirement (Disposal) of hardware.

## System Support Engineer

Soorty Enterprises Limited | Jun 2021 to Feb 2022

- Provided support to end-users on call and complain system, troubleshooting hardware and software issues.
- Maintained and manage devices MAC addresses on Cisco WLC.
- Maintained and manage RDP on user's profile.
- Maintained and manage telephony system on Panasonic (KX-NS2000) with extension and direct lines.
- Communication with procurement department for purchasing of new equipment's.

- Communicated with vendor for equipment warranty claim, repairing etc....
- Maintained and manage storage on file server.
- Maintained and manage inventory of fixed assets assignment and disposal.

#### **IT Engineer – Network & IT Infrastructure**

Legendsk Private Limited | Feb 2021 to Jun 2021

- Responding to queries via ticket system, email & chat from employees and user seeking help with network and connectivity related issues.
- Maintaining & monitoring event log of user's modification, deletion from file server on ManageEngine event log analyzer.
- Maintain & update Inventory for all network devices.
- Managed Active Directory Create & Manages: Users, Groups and their respective OUs.  
(Deploying group policies, Sites & Services, Software restrictions and their respective OUs).
- Virtualization: Tools: VM Workstation & VirtualBox).  
(Manages & Monitor: Venter, Windows Server 2016, Windows Server 2019).

#### **Assistant Executive IT**

Jubilee Life Insurance Company Limited | Sep 2016 to Jan 2021

- Built rapport with business users and management (internal stakeholders) in order to identify their expressed and perceived business needs and to provide them with the best business solutions in collaboration with suitable vendors (external stakeholders) thus ensuring all-time business continuity in an efficient and effective manner.
- Involved in the formation of IT Standard Operating Procedures (**SOPs**) being in a closed relationship with audit and senior IT personnel and thereafter monitored the activities of IT functions in order to ensure strict compliance with SOPs to avoid any kind of operational risk due to process and system failures.
- With a focus towards continuous improvement, to reduce cost and to bring innovation in IT Operations, kept informing the management about the latest trends

and developments in the IT industry through research and detailed work.

- Provided 24/7 tireless technical support to the development teams and business users during the testing and after the live environment for the successful implementation of new systems, projects and applications whenever the need arose.
- Delivered strategic and timely directions and technical support to software and hardware teams sitting in different locations across the country for the provision of smooth, unparalleled and uninterrupted service to internal and external customers.

**Officer**

Alfalah Insurance Company Limited | Sep 2015 to Aug 2016

**IT Support Coordinator**

EFU General Insurance Limited | Dec 2011 to Aug 2015