

Eijaz Latif

Assistant Manager IT

Address: Plot No.2/E -1078 1st Floor Portion B, Street 43, Block C,
Alamgir Road Shairshah Colony karachi

Contact: +923313416223

Email: ajazmughal.sucm@gmail.com



Personal Statement:

An energetic, well spoken and capable of designated work in different field of government and private sectors. I enjoy working on all things related to IT, and has extensive experience of resolving Hardware, Software & Network issues. You are looking for a candidate, who is expert professional and more than able to identify problems, drive improvements and recommend solutions. Currently working Retail in IT field, right now I am looking for a suitable position in your company there wills never a dull moment and I can make a real difference.

Qualifications:

BSIT (Bachler of Science Information technology) University of Sindh Hyderabad Pakistan (2014)

Expertise:

(1) Installation and IT Supports. (2) Troubleshooting operating system (3) Windows server working (4) Problem Identification. (5) Event Management (6) Monitoring & Maintenance (7) Record Keeping (8) Coordinate with vendors

Work History:

Eden apparels Pvt Ltd. (edenrobe)

(June 2021 Continue...)

Position: Senior IT Officer

Responsibilities:

- Manage Fortinet firewall
- Manage Fort iGATE VPN
- Manage and troubleshoot network
- Manage (Active Directory)AD Server
- Mange retail software RMS
- Managing Wi-Fi Access Point (GWN Cloud/Grand Stream)
- IT Help Desk (Spice work)
- Internal Messaging (Server BIGANT)
- Manage Sophos Antivirus End point
- Nucleus ERP (Production Retail)
- Flowhcm HR Software

- IP phone admin portal
- POS FBR Integration
- Odoo ERP1- 5 Modules
- Manage VM Servers
- Manage all Active nodes

Chase Departmental Store.

(JAN 2021 July)

Position: Senior IT Officer

Responsibilities:

- Supervise all the Branches.
- Monitoring and troubleshoot network.
- Monitoring all Active nodes
- Manage retail forgin software
- Manage inventory via systematic way
- Supervise all compliances.

Tracking & Surveillance Pvt Ltd.

(8 May 2018 to 30 JAN 2021)

Position: SYSTEM SUPPORT ENGIN IT

Responsibilities:

- Manage IT & Support departments
- Manage Data Centre Disaster Recovery & Data Centre Electricity Systems
- Manage Fort iGATE 80E series Firewall
- Manage Email Server Madmen ver.13.0.5
- Manage Domain Server / Active Directory & DHCP Server
- Manage Call centre Linux based server.
- Manage CCTV Management

- Manage Tracking servers and software' s Teltonika,Gosafe,LLS Management server Backup/ create Image restore and patch utilities and Clients Server Backup, restore and patch utilities and etc
- Manage Customer Resource Management System (CRM) ERP, installing OS, Configure CRM
- Trouble shooting for hardware/ Network support in client' s end Provide the essential hardware support for laptops, desktop personal computers, and Printers etc
- Purchase' s IT equipment' s & Deal directly vendors.

Tracking & Surveillance Pvt Ltd. (PART TIME)

(19 May 2019 to 23 JULY 2020)

Position: Control Room Officer

Responsibilities:

- Dealing customer via call inbound\outbound
- Monitoring vehicles on different monitoring Applications
- Resolving starting problem
- Dealing covered vehicles as per company policy
- Updating customer records correction CRM
- Expert of TAVL (Teltonika) Monitoring
- Expert in TAVL (Teltonika) reports
- Expert GPS Monitoring application
- Expert in GPS Monitoring reports

SME Bank Limited

(June 2017 to 7 May 2018)

Position: IT Coordinator

Responsibilities:

- **RTGS/DRSITE Temporary basis on Backup**
- Manage Serves
- Manage Cisco switch 2029 series
- Mange Firewall Juniper SSG 20
- Mange Cisco Router
- Manage LAN/WAN installation/configuration/support
- Daily Backup
- Running End of Day and Start of Day
- Hardware and Software troubleshooting
- Symantec Antiirus installation
- File/print/terminal server as well as workstations performance optimization, managing repair, configuration

- Basic MS office training to SME Bank staff on my primary location when SME Bank demand or necessary by Head IT

IPC (Ministry of Internal Provisional Coordination)

NIP (National Internship Program) Head office

(April 2016 to May 2017)

Position: INTERN MONITOR

Responsibilities:

- Managing the Online Web Portal
- Manage and contact with Large/Small Government and Private Organizations about the Employer and Intern Services.
- Resolve the issues of interns (Stipends, Bank Accounts, Assessment)
- Manage all routine Office Work Like
- Worked on Note Portion
- Worked on Correspondence File Portion
- Intimation to higher authority about any Scheme in Internship program
- Discussed according to Prose and Corns with seniors
- Up to date public response regarding program

Alkhidmat foundation Pakistan

Water Project

(Nov 2015 to Mar 2016)

Position: Field Coordinator

Responsibilities:

- Manage all resource like visit the place of work to make sure
- tshe financial issues and others

Harpy Communications Pvt. Ltd.

(March 2015 to Oct 2015)

Position: IT Team member & CSR

Responsibilities:

- IT team member
- Troubleshooting Hardware, Software, Audio problem, SIP setting and Windows
- Marketing on call in international marketing (USA, Canada, Australia)

Technical Skills:

Microsoft Windows XP, Vista, 7, 8, 10. Server 2003, 2008, 2012, 2016

Database Management, Office Management

VM Ware Packet Tracer, Simulator,

Microsoft Word, Excel, Power Point, and Inventory Management Software.

Installation and Managed Software, Antivirus, Troubleshooting related Hardware, Software.

Profile:

Father’ s Name : Abdul Latif
Date of Birth : Nov 7th, 1991
NIC : 44404-9255702-7
Passport No : E0285342
Marital Status : Marid
Languages : Urdu, English
Religion : Islam
