

Ayaz Khan

Residential Address:

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OBJECTIVE

I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges. I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation I am presented with.

EXPERIENCE

ORGANIZATION	DEPARTMENT	DESIGNATION	DURATION
Aptech Learning (Metro Star Gate Center)	IT/Networking	IT Support Officer	June 2018 – July 2021
Act Solutions	IT/Networking	IT Officer	Aug 2021- July 2022
Liberty Books (HeadOffice)	IT/Networking	IT Executive	Aug 2022 – Present

JOB POSITION

APTECH LEARNING (MSG)

- Installation, configure & deployment of pfSense firewall. IP & Port forwarding, VLANs, Load Balancing, DHCP.
- Installation, configure & deployment of Windows server 2022 for Staff & Labs. ADDS, SQL, IIS, SAN, Create Users, Groups & Organizational Unit, Home Directory.
- Configure & deployment of Cisco Switch.
- Installing, configuring & troubleshooting computer hardware, software, systems, network, printers, scanner and network printer.
- Monitoring and maintaining PCs and network.
- Setting up account for new users.
- Maintain PCs of Staff and Labs.
- Internally audit for Labs and Staff PCs on monthly basis.
- Generate PR for network related items as needed and keep inventory maintain.
- Installation of Microsoft Windows 10, 11, Microsoft Office 2016, 2019, 2021 & other needed software for students and staff.
- Configure outlook's email on staff PCs.
- Testing and analyze new technologies.

ACT Solutions

- Resolving problems in network.
- Troubleshooting of system problems.
- Replacement of equipment as necessary.
- Create & recover backup of staff data.
- Installing, configuring & troubleshooting computer hardware, software, systems, network, printers, scanner and network printer.
- Monitoring and maintaining PCs and network.
- Setting up account for new users.
- Maintain PCs of Staff.
- Internally audit for Labs and Staff PCs on monthly basis.
- Generate PR for network related items as needed and keep inventory maintain.
- Configure outlook's email on staff PCs.
- Testing and analyze new technologies.

LibertyBooks (Headoffice)

- Installation, configure & deployment of pfSense, Fortigate60f firewall.
IP & Port forwarding, VLANs, Load Balancing, DHCP.
- Installation, configure & deployment of Windows server 2012,2016,2019 for Staff & Labs.
ADDS, SQL, IIS, SAN, Create Users, Groups & Organizational Unit, Home Directory.
- Configure & deployment of Cisco Switch.
- Configure & deployment Email Server.
- Configure & deployment of POS Server.
- Installing, configuring & troubleshooting computer hardware, software, systems, network, printers, scanner and network printer.
- Monitoring and maintaining PCs and network.
- Monitoring and maintaining POS ID and Permissions.
- Setting up account for new users.
- Maintain PCs of Staff and Labs.
- Internally audit for Department and Staff PCs on monthly basis.
- Generate PR for network related items as needed and keep inventory maintain.
- Installation of Microsoft Windows 10, 11, Microsoft Office 2016, 2019, 2021 & other needed software for HOD and Staff.
- Configure outlook's email on staff PCs.
- Monitoring and maintaining Attendance Devices Surveillance.
- Monitoring and Problem solving Zendesk Tickets.
- Testing and analyze new technologies.

QUALIFICATION

Diploma with **ADSE** from **Aptech Metro Star Gate Center**.

Bachelor with **BSCS** from **Virtual University** In process.

Intermediate with **Computer/science** from **Govt. Superior Science College**.

Matriculation with **Science** from **The New Star Grammar School**.

ERP Experience Business Expert & CIS EPOS (1year).

ERP Experience CIS EPOS RETAIL & HEDOFFICE(Present)

SKILLS

- CCNA Switching
- CCNA Essential
- CCNA Packet Tracer
- CCNA Bridging
- Website Designing
- MS Office
- Digital Marketing

SOFT SKILLS

- Proficient in written and spoken English, Urdu.
- Time management skills and ability to work under pressure.
- Good leadership, presentation and communication skills.
- Multitasker, good learner.

PERSONAL INFO

Father's Name
Date of Birth
Religion
Nationality
CNIC #
Marital Status
Domicile & PRC

Mehmood khan
October 04, 2002
Islam
Pakistani
42201-1798632-7
Single
Karachi, East