

Syed Irtiza Ali Rizvi

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Cell No. 03113198085

R-46 Sec D Sadat e Amroha Society Scheme 33 Karachi

OBJECTIVE

A hardworking individual with years of combined experience and leadership in Technology support, IT leadership, IT service management, Support and Maintenance. Integrated the technology in the company. Manage and monitor more than 3 server rooms and many projects.

PERSONAL INFORMATION

Father Name: Syed Javed Ali

Date of Birth: July 17, 1997

N.I.C: 42101-7240874-7

PROFESSIONAL SUMMARY

- Enthusiastic and dynamic graduate with skills in IT Officer and trouble shooting.
- Self-motivated, quick learning, efficient team player with excellent managerial, problem solving, organizing, planning and communication skills (academic and practical).

TECHNICAL SUMMARY

Operating Systems: Administration of Windows2003/2008 server, windows XP, windows7, windows8, windows10.

EXPERIENCE

GCS Pvt Ltd (IT Network Officer)

13May, 2022 – to – Onwards

Job Responsibilities:

- Install and configure computer hardware, software, systems, networks, printers and scanners
- Responding in a timely manner to service issues and requests.
- Setting up accounts for new users
- Install and configuration of Active Directory.
- Working on windows server 2016.
- Configuration of DHCP, DNS and troubleshooting.
- Configuration of wireless routers.

- Providing technical support across the company (this may be in person or over the phone).
- Installation and configuration of ZKteco attendance machine.
- Providing technical support across the company (this may be in person or over the phone)
- Setting up workstations with computers and necessary peripheral devices Repairing and replacing equipment as necessary.
- Installation cameras, IP phones.
- Installing and configuring appropriate software and functions according to specifications
- Basic troubleshooting of Fiber media convertor.
- Provide technical support either by phone, remote access or site visits as needed.
- Check computer hardware (HDD, mouse, keyboards etc.) to ensure functionality.
- Identify computer or network equipment shortages.
- IT Helpdesk
- Provide technical support to KDA IT department.
- Provide technical support to KMC town offices.
- Provide technical support to KW&SB.
- Provide technical support to Local Govt. (1093) call center.
- Provide technical support to SSU Police Emergency Response and Crisis Management Centre.
- Installation of Analog & IP cameras.
- Installation and configuration of DVR.
- Installation and configuration of NVR.
- Network infrastructure.
- Knowledge of network infrastructure and planning.

Coderatory (Internship)

07/2021 - 10/2021,

. 3 Months experience as Mern Stack Developer

Pakistan Mercantile Exchange

01/2021 - 06/2021,

- Marketing Executive
- 5 Months experience as Marketing Executive

Kidney Foundation Hospital

09/2021 - 12/2021,

- IT Executive and Networking Controller

CERTIFICATION

Automotive AmanTech	Passed
3CX PBX	Passed
NSE 1 Fortinet	Passed
NSE 2 Fortinet	Passed
NSE 3 Fortinet	Passed
CCNA Certificate	Passed CCTV

EDUCATION

ST PAUL ENGLISH SCHOOL

(MATRIC) (2013)

SIRAJUDAULLAH GOV COLLEGE

(INTERMEDIATE) (2016)

IQRA UNIVERSITY

(BACHELOR OF COMPUTER SCIENCE) (2017-2022)

SIR SYED UNIVERSITY

(MASTERS IN COMPUTER SCIENCE) (2023-PRESENT)

REFERENCE

Will be available on request.

