MUHAMMAD SAEED UR REHMAN
INFORMATION TECHNOLOGY

msaeedurrehman7@gmail.com   **0342-4623383**

PROFILE SUMMARY

A bright, talented and ambitious IT Expert with a strong technical background who possesses self- discipline and the ability to work with the minimum of supervision. Having exposure to a wide range of technologies & able to play a key role in diagnosing hardware and software problems and to ensure that quality solutions meet business objectives. Possessing a good team spirit deadline orientated and having the ability to organize and present. Complex solutions clearly and accurately.

EDUCATION

University of Sargodha (M.Sc IT)   **2014-2016**
  - Master of Science Information Technology

University of Punjab   **2008-2010**
  - Bachelor of Commerce

COMPUTER COURSE AND TRANING

University of Punjab Gujranwala Campus
  - Microsoft Office Course

WORK EXPERIENCE.

- ❖ **3 Year** working Experience as a **System Administrator** in Scholar Technical Computer College.
- ❖ **1 Year 6 Month** working Experience as **IT Officer** in Drizzles Education Grooming System.
- ❖ **8 Month** working Experience as a **Network Administrator** in Superior Group of Colleges.
- ❖ **1 Year** working Experience as a **IT Support Officers** in Alkaram Textile Mill.Karachi.

PROFESSIONAL SKILL

- ➢ Installing and configuring computer hardware and software
- ➢ Outlook Configuration and create a new User
- ➢ Install new Printer and troubleshooting Printer issue
- ➢ monitor and maintain computer systems and networks
- ➢ Verify functionality of hardware and software components
- ➢ Link up and monitor PC with the server and storage functions
- ➢ Troubleshoot hardware and software issues in person, remotely and via phone, troubleshoot network and connectivity issue, including able to terminate UTP cable for networking purpose
- ➢ Support users with computer problems and resolve their issues
- ➢ Ensure security through access controls, backups and firewalls
- ➢ Innovate new methods for streamlining troubleshooting and diagnosis
- ➢ Managing user accounts and access permissions, ensuring data security and compliance with company policies
- ➢ Set up new user accounts, permissions and deal with password issue.
- ➢ Diagnose and troubleshoot system and network problems, software faults resolve system issues

- Ms Office Expert, Power point, Excel, Word and In page.
- Microsoft Office Suite, Office 365. Windows 7, 8, 10, multifunction printer's setup and trouble shooting.
- VMWare, Office 365 migration and troubleshooting, Microsoft Office Suite,
- Manage network servers and technology tools
- Set up accounts and workstations , Basic understanding ERP
- Microsoft 365 and System and network monitoring
- Monitor & Maintain Computer System IP- CCTV Camera , Biometric Attendance Machine & Network Configuration

PERSONAL INFORMATION

Father Name: Abdur Rehman

CNIC: 81101 -1681527-7

Marital Status: Married

Religion: Islam

Date of Birth: 26 November 1987