

Muhammad Awais Sarwar

IT Officer/IT Engineer

Having Valid U.A.E Driving License

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OBJECTIVE:

My goal is to obtain a dynamic, challenging opportunity that contributes to the outstanding success of the business. Highly trained and experienced IT professional with proven experience in putting expertise to practice. Now looking forward to making a significant contribution to a company that offers a genuine Opportunity.

ACADEMIC QUALIFICATION:

MSC-IT (Master in Science of Computer and Information Technology)

The Education University Lahore, Pakistan

(2013)

Professional Affiliation:

MCSE Microsoft Certified System Engineer

CCNA Cisco Certified Network Associate

AREAS OF EXPERTIES:

- Perfect working experience in MS windows & MS Office packages.
- Working Knowledge in Windows Server 2008, 2012, Management and Configuration.
- Working knowledge of web designing & development. Tools(HTML,CSS,Joomla, FTP, Adobe Photoshop)
- Perfect Knowledge in Managing web hosting, C Panel and WHM Plat form.
- Configuration and management of ERP system EPROMIS.
- Managing users and permissions in domain controller active directory.
- ERP Software Business Trake Management Training and troubleshooting.
- Working knowledge in Configuration and management of Sonic Firewall
- Managing and configured Windows Servers AD, DNS, DHCP, GP, NAS, and Backup/Restore.
- POS system Management, Configuration and Report changes of data operation.
- Performing complex troubleshooting, backup, archiving, and Data Disaster recovery.
- Installation and Management of wireless Routers, Access Points & Network Switches wireless Extenders. (Cisco, Linksys, Tp Link & Mikrotik, Huawei).

WORK EXPERIENCE:

Progress Constructions LLC (Dubai, U.A.E)

Designation: IT Officer

Mar 2018 – Present

4 Office (Dubai)



Projects in Progress:

1) Azizi Development Meydan Site

3) Meilensteine Development Studio City

2) Al Andalus Townhouse

4) Gargash Projects Nad al Hamer

Responsibilities Details:

- Installation, configuration, administration Troubleshooting and handling of operating systems windows XP, 7, 8, Window 10, Windows Server 2008, 2012 and 2016.
- MAC OS X and Troubleshooting of MAC applications.
- Configure MS Outlook Mails & manage Space for E-mails.
- Configuration and management of ePROMIS ERP system.
- Installation of HR and Payroll Software and reports management and troubleshooting.
- Managing overall control of Network and Systems of more than 100 computers in Head Office and 4 remote Offices all over the UAE.
- Managing and configured Windows 2008, 2012R2 Servers as AD, DNS, DHCP, GP, File Server, SAN, NAS Backup/Restore Strategies.
- Configuration of wireless Routers, Access Points & Switch (Linksys, Cisco, Mikrotik).
- Configure and deployed policies in Kaspersky total security policies.
- Configuration and management of ZK time and attendance machine.
- Design and Implemented surveillance system of using NVR, PoE Camera, IP Camera, PTZ Camera, Wireless IP Camera Recorder.
- Implementing new technologies with cost effectively, coordinating with vendors for purchasing.
- Involved in the purchase requisition, purchase order, purchase D/O.
- Maintain an accurate and up to date Asset List for all I.T. equipment.

BHNS Engineering Consultants

Designation: IT Engineer

Feb 2017 – Feb 2018

Head Office Dubai, UAE



Responsibilities Details:

- Installing and configuring computer hardware operating systems and applications
- Installing, configuring and maintaining Domain servers, Hardware Configuration, Systems.
- Configuration, Systems Integration, Systems Implementation and Systems Engineering.
- Installation of Kaspersky total security antivirus on the server as a server and deployed it on the client pc and server client antivirus.
- Configure and deployed policies in Kaspersky total security policies.
- Enhanced network security by implementing firewalls Dell Sonic effective corporate antivirus solutions, and eliminating spy ware issues.
- Implementing different policies for the incoming and outgoing traffic through Cisco Firewall.
- Configuration and maintenance of Biometric machine and ZK time and attendance machine.
- Active directory object management (i.e. User, computer, groups) and GPO's in Windows Server.
- Perform data backups and disaster recovery operations.
- Conduct briefings User Training & Support and demonstrations for users to enhance system Productivity.
- MS Outlook Mail configuration & management of quota system and troubleshooting, Managing web hosting and C panel.
- Performs NAS Backup, archiving, and disaster recovery.
- Configuration and management of PBX, IP phone systems (Cisco, Panasonic).

Real Space Technologies Dubai, UAE
Designation: IT Support Engineer
Jan 2015 – Jan 2017



Responsibilities Details:

- Installation and configuration of different operating Systems. Windows and Mac System.
- ERP Software Business Trake Management Training and troubleshooting.
- POS (Point of Sale system) Management, Configuration and Report changes
- Troubleshooting and Management Information Systems (MIS) and Networks, LAN and WAN.
- Windows Server management and administration and Setting up new users' accounts And profiles and dealing with password issues.
- Data security and Disaster Data Recovery, Data Backup system.
- Installed software up gradation and maintenance from Operating System side.
- Configuration and implementation of CCTV system, Analog and IP Cameras.
- Monitoring and maintaining computer systems and networks.
- Troubleshooting system and network problems and solving hardware or software faults.
- Configure wireless Routers, Access Points & Switch (TP Link Cisco, Draytek & Microtik).
- Installation and Configure of MS outlook E-mails and Exchange Server management.
- Configure VPN (IPsec, P2P) security polices and Firewall management.
- Management of web hosting, domain registration, WHM and C Panel.
- Installation & Configuration of PBX Exchange & IP Phones, Cisco, Panasonic
- Implementation and Management of CCTV cameras & DVR/NVR system.
- Managing websites, web content, maintaining web design on joomla, Word Press.

Noor Fatima Fabric, Pakistan
Designation: System Administrator
Apr 2013 – Nov 2014



Responsibilities Details:

- Fully proficient at LAN, WAN & wireless technologies.
- Manage E-mail accounts and configure mails.
- Installation of Software's OS and Hardware's & workstations.
- Configuration & Management of windows server 2000, 2008.
- User, Security and administration of the network & Active Directory Management, DHCP, TCP/IP protocols.
- Configure Wireless Access Points, Routers (Cisco, D-link)
- Manage VPN accounts & Antivirus servers.
- Good skills in computer & Network troubleshooting.
- Maintain wireless network from centralized point.

PERSONAL INFORMATION:

Nationality : Pakistani
Visa Status : Employment
Language : English, Urdu, Punjabi,

REFERENCE:

Will be furnished upon request.