Tanveer Malik S/O Malik KaramElahi

Admin & Monitoring Officer, System Administrator, IT System Administrator

Email: malik.tanveer89@yahoo.com, **Date of Birth**: 6 Sep, 1989, **Marital Status**: Married

☎ +92 03329300732/0316-9503388, Peshawar, Pakistan

PROFESSIONAL PROFILE:

An enthusiastic information technology specialist, with 9+ years of experience in market, Having a professional in-depth exposure to the entire spectrum of IT & Administration Solutions, coordinating activities of IT, Admin officers and supervision related workers involved in Customer service. An expert in LAN/WAN, MCSE 2008/2012, MCSA 2012/2016, Windows Server 2008/2012 Configuration and Maintenance, Exchange Server 2013, Active Directory, DNS, DHCP, Server Backup and Recovery, Knowledge of Oracle Database Development, Hands on SQL Database/Query, Web development, Graphic Designing and 2d and 3d animation, Videography and Voice over.

WORK EXPERIENCE:

Lab Engineer	**(March 2024 – Present)**

City University of Science & Information Technology Peshawar Pakistan https://cityuniversity.edu.pk/
City University of Science and Information Technology, Peshawar is a private-sector university based in Peshawar, Khyber Pakhtunkhwa, Pakistan.

Key Responsibilities:
Major:
- ➢ Creating and teaches lesson plans, assignments, and projects that integrate technology effectively to enhance learning outcomes.
- ➢ Explaining concepts, demonstrating software applications, and guiding students through hands-on activities and exercises.
- ➢ Individualized support and guidance to students.
- ➢ Assess student learning through quizzes, tests, projects, and other assessments.

System Administrator /Admin and Monitoring Officer	**(Dec 2017 – OCT 2023)**

State Life Insurance Corporation Peshawar Pakistan   http://statehealth.com.pk/
The State Life Insurance Corporation of Pakistan is the largest life insurance company of Pakistan and Gulf, and is one of the largest companies in Pakistan by assets. The major function of SLIC is to carry out life insurance business; it is also involved in other business activities such as investment of policyholders' fund in government securities, stock market and real estate.

Key Responsibilities:
Major:
     As System Administrator/Network Assistant:
- ➢ Maintenance, and Configure Computers, Networking for new users.
- ➢ Provides technical support and troubleshooting assistance to end users.
- ➢ Provide trainings regarding in new software used in business.
- ➢ Create Videos, 2d and 3d animated ads with voice over for the project.
     As Administrator & Monitoring officer:
- ➢ Hands on additional Administrative and monitoring tasks of organization.
- ➢ Visit hospitals to ensure physical availability of patient as admissions shows in HMIS system.
- ➢ Investigate successful/unsuccessful surgeries and prepare documentation for SSP.
- ➢ Provide trainings to Health facilitators for behavior and grooming in business need.

     Achievement:
- ➢ Got Certificate of Appreciation for participation in android app making.
- ➢ Got Promotion in 2021 as Administration & Monitoring officer.

IT System Administrator / Instructor	**(Nov 2016 – Nov 2017)**

Stem School of Management & Technology Nowshera Pakistan   http://www.stem-edu.com/
STEM is a Technical Training Institute by MES, a veteran International OEM Industrial Manufacturing Corporation Based in the United Arab Emirates.

Key Responsibilities:
Major:
     As IT System Administrator:
- ➢ Installation and configuration of software and hardware.
- ➢ Setup System accounts and workstations.

- ➤ Established databases, networks (LAN, WAN), switches/Hubs.
- ➤ Work on Web Development (WordPress) and Social Accounts.
  As Instructor:
- ➤ Teaches Course Outline:
  - o Diploma in Information Technology Classes.
  - o Graphic Designing
  - o Certificate in Information Technology.
  - o Videography and Video Editing.
  - o MCSE 2012 Short Course.
  - o Office Automation.

  Achievement:
- ➤ Got Award Certificate of Appreciation as Workshop Trainer (Web Development).
- ➤ Got Award Certificate of Appreciation as Workshop Trainer (Smart Draw).

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Computer Lab Administrator   **(July 2016 – Oct 2016)**

Subhash Educational Complex Peshawar Pakistan   http://www.subhash.edu.pk/

SUBHASH Educational Complex/Consultancy is the Ultimate Career Spot offering variety of career oriented programs in Peshawar.

Key Responsibilities:
Major:
  As Lab Administrator:
- ➤ Establish Cat6 Networking and provide system maintenance and configuration.
- ➤ Supervise Computer Systems, Network wires in all Computer Labs.
- ➤ Log equipment damage and malfunctions.
- ➤ Recording of training coursework and materials.
  As Trainer:
- ➤ Teaches Course Outline:
  - o Certificate in Information Technology.
  - o Videography and Video Editing.
  - o MCSE 2008 Short Course.
  - o Office Automation.

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Assistant IT   **(May 2014 –Jun 2016)**

Al Mushtaq & Co. Import Export Afghan Transit Peshawar Pakistan

An Afghan Transit Company, that deals with import for the Agriculture Diesel engines, and other goods for Afghanistan.

Key Responsibilities:
Major:
- ➤ Resolve office IT problems promptly and accurately.
- ➤ Support LANs, WANs, Internet, and other equipments and software.
- ➤ Perform routine PC maintenance and updates for performance efficiency.
- ➤ Additional office tasks.

EDUCATION:
- ➤ Bachelor in Computer Sciences BCS (H) form IM|Sciences**.**   **(Year 2009 – 2013)**
- ➤ FCS (Computer Sciences) form Peshawar Board.   **(Year 2008 – 2009)**

ADDITIONAL CERTIFICATION & ACHIEVEMENTS:
- Microsoft Certified Solutions Associate 2012/2016
- Microsoft Certified Systems Engineer 2008/2012
- Word Press Workshop conduction/Trainer -Smart Draw Workshop conduction/Trainer.
-City University Software Project Competition-2013 -Education Expo-2013

MAIN PROJECTS:
- ➤ Direction and Route Guidance in Complex Dynamic Workspace Using RFID.
- ➤ Institute of Management Sciences Administration System in Enterprise Resource Planning environment using Python IDE.
- ➤ Develop Database for Problem tracking software in Oracle.