

Address

House # A-17 Shamshad Housing
Society near Azeem Pura, Karachi
Pakistan

Contact

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+923065161479
adnanhm901@gmail.com

Date of Birth

15/02/1996

PROFILE

Seeking an opportunity where I can contribute my research and analytical skills in the best interest of organization and learn the corporate culture to nurture myself yet working as a team player.

EDUCATION

01/2016 - 12/2020

Iqra University, Karachi

Computer Science

08/2019 - 12/2019

Government of Pakistan National Vocational & technical training Commission

Website Engineering

05/2013 - 07/2015

ASF College

Pre-Engineering

05.2011 - 07.2013

Green Public High School

Pre-Medical

LANGUAGES

English - Medium

Urdu - Native

CERTIFICATIONS

- **Effective Business Websites Certificate** - HP LIFE
- **IT For Business Success Certificate** - HP LIFE
- **WORDPRESS CERTIFICATE** - Ministry of Information Technology and Telecommunication
- **FREELANCING CERTIFICATE** - Ministry of Information Technology and Telecommunication
- **Cyberark Certification Trustee** - (CyberArk Privileged Access Management CPAM)- Cyberark-software

HAFIZ MUHAMMAD ADNAN

EXPERIENCE

04.2022 - present

Hamdard Laboratories

Assistant Manager - IT operations

- Monitor the operation and security of all computer hardware and ensure that it is operating properly.
- Maintain accurate inventory and record of all hardware, software.
- Ensure that all software runs with no output errors, no response time problems and functioning according to specifications.
- Prepare a monthly report regarding the systems and issues related to smooth operation of application software
- Maintain the documentation of the telephone system configuration.
- Understand all the department working procedures and perform the related tasks as described.
- Carry out the repairs and maintenance of all PCs, printers, telephones, interactive system, key lock system, etc.
- Maintain all users access request and authorizations (Windows, E-mail, Opera)
- Vendor Management and Assists in managing all IT Systems to ensure efficient and effective operations of the office and compliance with all policies, security and audit procedures.

02.2022 - 04.2022

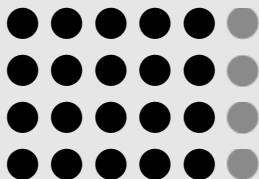
Amreli Steels Limited

IT Support officer

- Installing new software (OS and other software's) & installing new hardware (Laptops, printers & scanner, computer workstations, Wi-Fi devices, attendance Machine etc.)
- Physically check hardware and replacing parts as required & Provide support remotely outstation users
- Setting up user accounts, permissions and passwords (IT services) & Compile attendance of IT Staff
- Overseeing security of all systems, especially the internet, and installing antivirus protection
- Providing level one support on call logged on help desk management system in all areas of IT (Network, system support, system administration, SAP, CCTV, PABX, Printer, and Scanner etc.)
- Coordinating staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems pr resolve issues
- Troubleshooting system, CCTV software, NCRs, DVRs, IP Cameras and network problems and diagnosing and solve hardware or software faults.

SOFTWARE SKILLS

IT
MS office
C language
Bootstrap, JavaScript, php &
jQuery



SKILLS

IT ASSET and Vendor Management
Monitoring and configuring computer hardware Network,
Printer, Scanner, Biometric devices
Routers configurations
Technical support in person and also over the phone or
Email
Email Troubleshooting and configuration
Windows Active Directory
Windows Administration
Centralized wifi Solutions
System and Network Administration
Windows Configure & Troubleshoot

FINAL YEAR PROJECT

"Medicine Finder Application"

EXTRA-CURRICULAR

ACTIVITIES

-Member of "IUACM".
-Member of IU Photography Society
-Member of "IUCSR" Society Executive
-Member of Karachi Youth's federation
-Ambassador of Anti narcotics force

02.2021 - 01.2022

Saltec Pvt Ltd

worked as Network Engineer

- Install and configure computer hardware operating systems and applications.
- Monitor and maintain computer systems and networks.
- To help set up systems and resolve issues.
- Basic troubleshooting of system and network problems.
- Replace parts as required.
- Follow diagrams and written instructions to repair a fault or set up a system.
- Set up new users' accounts and profiles and deal with password issues.& Developed web pages.
- Test and evaluate new technologies.
- Install, configure, repair and recover computer hardware operating systems and software.
- Firstline support for all desktop and laptop users.
- Routine server maintenance and monitoring.
- Visits for troubleshooting and resolving the network and system related issues.
- Make changing in website as per requirement.

TRAINING & EXPOSURE

- Organizing Anti Narcotics Force "Drug Abuse"
- Conference 2019Organizing Anti Narcotics Force
- Youth Ambassador Program 2019 Worked As
- Media Management director - 2017-2019
- Organizing 3rd International Conference on emerging trends in engineering science and technology 2018
- Organizing Youth Community Conference 2018
- Organizing Huawei ICT Conference 2018
- Worked as volunteer in Blood donation Day Program - 2018
- Worked as volunteer in Canon Workshop - 2018
- Worked as volunteer in Azadi Festival - 2017
- Worked as volunteer in ICEEST - 2017 event
- Organizing Youth Media Conference 2017