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| WASEEM ANWAR  *NETWORK ADMINISTRATOR*  Cell: 0300-5723698  [waseemanwar17@gmail.com](mailto:waseemanwar17@gmail.com)  SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TECHNICAL SKILL  *Responsible for planning, designing and coordinating the various components of enterprise network system.Handle the tasks of writing up-to-date documentation for network software and operational procedures.Communicate with users to determine requirements and to define network solutions to meet their goals.Perform the tasks of assisting network specialist in establishing network methods and procedures including hardware, software, and communication devices.Perform evaluation as well as provide recommendations for network software and hardware for the enterprise system.Installation, configuration and Management of DSL/ADSL Routers, Designing and implementation of Structured Network cabling.Handle the tasks of advising users by interpreting problems and technical support for hardware, software, and networks.Responsible for troubleshooting hardware and software issues, adding new equipment as well as installing and configuring networking systems.Handle the tasks of designing and managing system-level Wide Area Network an LANS.Perform installation and maintenance of network cabling, network software and fiber.Responsible for maintaining ISA Server, content filtering program and Microsoft Exchange.Handle the tasks of configuring.Win95/98/me/2000/XP on network/Win vista/Win7.Installation configuration & Administration WINDOWS SERVER 2000/2003.Installation & configuration of DNS, Active Directory , DHCP Server, ISA Server,Deploying of Group Policies in Active Directory Environment on users, Groups, organization Units.Configuration of Domain Security Policies, Domain Controllers Security Policies, Local security Policies. Configured windows 2003 Server as a Router.* | **SUMMARY**  Seeking a long term career as a computer network specialist wherein my extensive knowledge and experience in the field of networking can be utilized towards professional growth and development.  **Experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **June 2007** to As Computer operator/Network Administrator  **Dec: 2012:**  **PAKISTAN**  I worked as Computer Operator as well as Network Administrator in Capacity Building Project Civil Secretariat Planning & Development Department Government of Khyber Pakhtunkhwa. Responsible for supporting entire software for a company including LAN technologies, Internet, and Ethernet system.  **February 2014 to 2021**.  Currently working **in Mardan Forest Division** as Computer Operator/Assistant Account.   * Managing all monthly salaries of Staff, * Preparation of Monthly progress report * Quarterly progress report of different forestry activities under 10-Billion Trees Tsunami Afforestation Project Khyber Pakhtunkhwa Peshawar. * Preparation of Fortnightly Progress report. * Preparation of year budget sub head both Developmental and Non Developmental.   **International Marketing Company Hayatabad**   * 3 three months worked in IMCS Hayatabad as Raw **Material Store Manager 2022**   ***Professional Experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  In-depth knowledge of enterprise computing environment, network cabling, routers, switches and hubs. Comprehensive knowledge of LAN router configurations. Extensive knowledge of computer software, enterprise networks and equipment. Possess strong problem solving, analytical and troubleshooting skills. Ability to communicate effectively, both in oral and written. Skilled in planning, organizing and coordinating work assignments.  ***Other Experience***  ***Areas of Expertise:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  Microsoft operating systems  Computer networks and TCP/IP  Network cabling  Supporting desktop systems.  Troubleshooting**.**  ***Education:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***(Completion Dates)***  ***4th May 2007:***  ***Bs (IT) Hons Computer Science. (IBMS/CS)***  ***Institute of Business Management and Computer Science.***  ***June 2002: FSC.***  ***Saif Memorial College Mardan.***  ***June 1998: Metric***  ***Al-Quids Public School Takht Bhai***  ***Certificate: MCSE Training certificate.***  ***Software Knowledge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  Operating Sys: Dos, Windows, Computer Orientation Application Software: Proficient at MS Office 2007 (including: MS Word, MS Excel & MS Power Point. well and good knowledge about Computer hardware(including Ram, Rom, Processor ,Hard Drive, Main Board & Assembling of Computer)  ***Editing Software***  Ulead Express-3, Windows Movie Maker, Adobe Photo, Internet, Software. Troubleshooting, Urdu In page Software Maintenance.  ***Personal Details:***  Date of Birth: 20-06-1982  Gender: Male  Marital Status: Single  Nationality: Pakistani  ***Languages:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Read Write Speak**  English Good Good Good  Urdu Excellent. Good. Good  Pashto Excellent. Excellent. Excellent  ***Reference: Reference will be provided on demand.*** |