SHEIKH MUHAMMAD ADIL

Plot No. 1526, Sector 31-B, A.W.T Korangi Crossing Karachi.

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PROFILE

I am an IT professional with over 11+ years of experience. I aim to seek excellence in growthcareer orientation, and be associated with a reputable and flourishing IT firm. Possess IT skills withthe ability to work within a choice knitted top trouble-shooter with knowledge of handling end-userat a corporate level.

Technical Expertise:

Platforms: Microsoft Windows 98/XP/vista/7/8/2003/2008/2012/2016/2019/2022, Red hat Linux, Ubuntu, Centos, and Debian Concepts: OS Client/Servers, Networking like routers, switches & firewalls.

Academic Education

- Bachelor's in Information Technology (BS-IT) from BBSULK (Jan 2020).
- Diploma Associate Engineering in Computer Information Technology from MSEC 2015
- Intermediate (Science) from B.I.S.E Mirpukhas (2013).
- Matriculation (Science) from B.I.S.E Mirpukhas (2011).

Experience

Asif Rice Mills Port Qasim (Pvt) Ltd (ARM). (As IT Administrator)

Currently working

Asif Rice Mills is one of the top Rice Export company in Pakistan ARM export quality rice globally nationwide like, the UK, US, South Asia, UAE, Qatar, Afghanistan, Canada, Turkey, Brazil, and Germany, ARM is operated by their 2500+ Employees.

Job Responsibilities:

- Organize computer systems manage & maintain information systems networks upgrade and install new hardware & software.
- Installation of CCTV camera's DVR, NVR, and XVR installations.
- Perform troubleshooting, perform diagnostic tests & debugging procedures to optimize computer systems.
- Supervising and monitoring departments as well as providing IT support via any desk.
- Keeping up to date with advancement and best practices of IT administrations.
- Principles and techniques of supervision, personnel management, administration, and project management and control.
- Developments and trends in information technology.
- Principles of planning and control as applied to a large data processing installation.
- Budgeting methods for estimating revenue and expenditures, and planning; the relationship of budgeting to policy making.
- Principles of systems network management, data center operations, systems analysis, and techniques and methods for cost-effective evaluation of systems analysis and programming work.
- Data organization and access methods in computerized systems.
- Estimating methods for hardware and software costs, production costs, and systems benefits.
- Relationships of policies and procedures to under my staff productivity.
- Standard practices for systems development and documentation.
- Method of assessing the training need of staff.
- Method of workload management.
- Planning, organizing, directing, and controlling a division-size staff including management and technical personnel.
- Formulating systems software, network systems, and data center operations strategy to meet departmental goals, developing schedules, work plans, and cost controls.
- Directing, assigning, coordinating, reviewing, and evaluating the work of staff for maximum productivity.
- Assessing workload of sections and activities, reassigning staff, and evaluating and modifying work assignments as necessary.
- Understanding and considering the impact of organizational, management, administrative, and personnel aspects of information systems design; resolving related problems and making

appropriate recommendations.
- Applying principles of cost-benefit analysis and cost-effectiveness to data processing activities.
- Working effectively with superiors and subordinates, other information systems managers, and staff. Gathering and analyzing data, drawing sound conclusions, concise written reports, and making effective verbal presentations.

Laser Empire (Pvt) Ltd: (IT Support Engineer)

Laser Empire is an IT solutions provider in Pakistan offering laptops, servers, desktops, CCTV cameras, home security, alarm security, and networking solutions to meet enterprise IT needs. Is. And they have partnered with some of the top IT brands to bring the latest technology to make businesses work efficiently and increase productivity.

Job Responsibilities:
- Installing and configuring a client computer system.
- Respond to client IT support requests.
- Meeting with clients to diagnose software, networking, or hardware issues.
- Providing technical support on-site or via remote-access systems.
- Offering solutions that meet the needs of the clients.
- Repairing hardware malfunctions, software issues, and network problems.
- Maintain good client relations.
- Tracking and managing work records
- Compiling job reports.
- responding to technical support calls from end users of computers and software applications
- setting up and installing new computers, networks, and software
- setting up user accounts and profiles on the network
- installing updates, known as patches, to software applications
- installing and configuring operating systems, anti-virus software, and other applications such as Microsoft Office
- diagnosing and fixing network problems and hardware or software faults
- maintaining inventories of hardware and software
- managing backups of servers, in case of data loss
- keeping a record of issues and faults along with solutions, for future reference

Ranipur Sugar Mills: As IT Deputy Manager

Ranipur Sugar Mills is one of the largest sugar-producing companies in Pakistan, which not only sells its sugar in Pakistan but also all over the world such as Dubai, Qatar, Turkey, Indonesia, the US, the UK, and Western countries. Countries also have their own identity. Ranipur Sugar Mills' mission is to produce the highest quality sugar while being an industry leader in efficiency, customer relations, and green production techniques. Ranipur Sugar Mills is Operated by 3000+ Employees.

Job Responsibilities
- Coordinating with different departments like finance, marketing, sales, accounting, human resources, and inventory.
- Responsible to manage the overall IT & telecommunication infrastructure including SAP, Servers, Desktops, Laptops, Networks, Securities, Time Machine, and Printers Refiling
- Implemented, maintained, and monitored all necessary hardware and network tools to provide services to the company.
- Oversee all operational services for corporate systems.
- Responsible for the availability of IT systems and procedures to optimize the availability of services.
- Planned, organize, and manage IT regional staff, and overall operations to ensure the stable and secure operation of the IT infrastructure.
- Implemented preventive and corrective solutions using the right tools.
- Responsible for assisting the IT Manager to establish security strategies related to all IT infrastructures.
- Supervise and coordinate regional resources and other location IT engineer

Star Computer (Pvt) Ltd. (As Computer Hardware Engineer)

Star Computer Sales & Services is one of the large vendors and distributors of New & Refurbished Computer System and Laptops, Sales & Services in one of the top Karachi Computer markets Regal Trade Square Saddar. Star Computer Import Computers & laptops from Malaysia, Singapore, the US, the UK, China, and Dubai Bulk quantity and sales into Pakistan in different Cities like Lahore, Islamabad, Quetta, Peshawar, Hyderabad, etc. Star Computer Sales & Services is operated by 10,000+ customers in different cities in Pakistan.

Job Responsibilities:

- Testing Computer Hardware components individually and in tandem with external computer systems.
- Analyzing systems data to make changes to the hardware configuration.
- Completing functionality and performance tests on the final product.
- Designing hardware for computer-related products such as routers and smart devices.
- Creating specifications and documents for components and computer systems.

Power Net Internet Service Provider: (As Networking Technician)

Power Internet Services is a local area network connection distributor at Korangi Creek Power Internet Services. Power net network standards and processes are developed and focus on many different types, and they are trained to remove, fix, trace, mark, and separate cables together. They specialize in spotting any cabling issues and performing regular maintenance to ensure everything runs smoothly. Modern business infrastructures rely heavily on their cabling networks. Power net provides services to its 6000+ customers through optic fiber and STP

Job Responsibilities

- Performing onsite customer installations and repairs
- Adhering to the Company's quality standards, policies, and procedures
- Must be willing to climb towers when necessary
- Using a courteous and professional approach to address customer questions and concerns; discussing equipment placement, cable routing, paperwork completion, etc.
- Performing basic personal computer (PC) and Local Area Network (LAN) setup and repair
- Assisting customers with initial PC configuration; demonstrating Email account setup, LAN setup, and basic Internet Service Provider (ISP) use
- Cleaning up after customer installation – removing boxes, pieces of cable, and sheetrock dust
- Setting up Voice over Internet Protocol (VoIP) telephone equipment and testing for proper functionality
- Completing all installation and repair paperwork, detailed activity log, and other reports/documentation
- Determining which tools are needed for scheduled installations; organizing and loading equipment into Company vehicle
- Climbing communications towers and ladders; safely working in an elevated position
- Maintaining backhaul network; repairing network outages
- Identifying potential performance "bottlenecks" in the system
- Ensuring proper site operation; inspecting cable and electrical equipment
- Identifying and designing potential new areas to be developed
- Contacting homeowners and site managers to ensure installation satisfaction
- Providing a prompt response to network issues; conducting preventative or proactive network repair outside of normal business hours when required
- Troubleshooting physical layer problems with radio frequency (RF) links; resolving IP network issue problems
- Notifying appropriate parties immediately of any issues which may affect efficient operations.

Muhammad Shafi Educational Complex (MSEC): As CIT Trainer

Affiliated with Sindh Board of Technical Education (SBTE), & TAVTTE

MSEC is a Non-Profitable organization to provide quality education to be a catalyst for Human Resource Development and economic growth of society by providing quality technical and vocational education. MSEC, are committed to educating train and Developing our human resource (young generation) by providing them with quality base technical and vocational education through innovative and state of art opportunities for practical learning; enabling them to play a pivotal role in the economic growth of our society.

Job Responsibilities

- Designs and teaches various computer courses for senior adults. Creates course outlines and writes instruction and review handouts for each of the different courses.
- Prepares the Lab and the computers for use before each class; attends to the proper shut-down of computers after classes.
- Assures that the computer equipment is properly used.
- Trains and supervises volunteer facilitators.
- Supervises the use of computer equipment during lab hours.
- Performs other related duties as assigned.
- Teach DAE in CIT Classes 2nd Year, 3rd Year Major Subjects, Network Administrator, Operating Systems, Data Communication, PC System & Peripheral Maintenance, Microprocessor & Architecture.
- Providing Training of Short Courses of **BBSHRRD**, & **NAVTTC**

Personal Information

Father Name: Muhammad Fazil
Dathe of birth: 01-09-1994
Nationality: Pakistani
CNIC#:   44204-0225826-7
Religion: Islam
Marital Status: Married
Domicile & PRC: Karachi (Sindh)
Availability: within One month

Language Skills:

Speak and write in fluent

Languages	Read	Write	Speake
English	✓	✓	✓
Urdu	✓	✓	✓
Sindhi	✓	✓	✓

Reference:

Will be furnished upon request