

JAMIL UR REHMAN



Main Colony Street No 2 M.A Jinnah Road Okara



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OBJECTIVES

To apply my abilities and efforts by hardworking for the organization in the dynamic environment, being the honest and loyal with the organization.

TECHNICAL SKILLS

System Administration

Installed and configured secured environments.

Maintained the timely back-up of important data and management resources.

IT Administrator

Install computers and lay networks. Configure hardware and software programs.

Manage testing processes for new and existing processes.

IT Assistant

Assisted in installing and maintaining complex network systems Provide research work for implementing networks.

Installed cables, routers and gateways

Accounting Skills

Bookkeeping and Bank Reconciliation Statement

Document financial transactions by entering account information

Summarizes current financial status by collecting information

Preparation of Balance Sheet, Profit & Loss Statement, Cash Flows and other reports.

NETWORK SKILLS

Network Engineering

Comprehensive knowledge of networking concepts

Evaluating new software and hardware technologies

Accomplishments

Integrated a complex LAN – WAN system between two offices which were not in the direct vicinity

PERSONAL SKILLS

Listening actively and carefully to the opinions and ideas of others

Can perform all duties with minimal supervision

Dealing effectively with highly stressful situations

Excellent organizational skills

Attention to details Special talent for researching and analyzing data effectively

Able to manage stress timely and effectively

Competent at filing and updating records

ACADEMIC QUALIFICATION

Degree / Certificate	University / Board		CGPA
MS (Computer Science)	G.C University	(Faisalabad)	3.24
MIT (Software Engineer)	Superior University	(Lahore)	2.74
B.COM	Punjab University	(Lahore)	54 %
I.COM	Lahore Board	(Lahore)	53%

PROFESSIONAL CERTIFICATIONS

Certified Financial Consultant USA (*Online*)

Certificate of Fellowship USA (*Online*)

PROFESSIONAL HISTORY

Worked as Administrator and IT Services provider (Dar-Arqam Schools Lahore) for 4 years

Worked as Account Officer in Shareef Feed Mills (Pvt) Ltd for 1.5 years.

Worked as System Administrator Alkhidmat Foundation Okara for 2 years from

Performing complex implementation and maintenance tasks on the LAN and WAN.

Maintained network performance on need basis.

HOBBIES

I have a major interest in computing and I regularly go to the gym to keep myself active and healthy.

REFERENCES

Hassan Farooq Wattoo

System Network Administrative

snaokara@punjab.gov.pk