

# **ANEEM FARIS**

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## **OBJECTIVE:**

To seek a challenging position in a dynamic organization so as to keep abreast of the day to day developments and to have more exposure and growth opportunities to enhance skills and knowledge.

## **1. ACADEMIC QUALIFICATION:**

❖ **B.Sc (Bachelor )** in Computer Science from University of Hazara . (N.W.F.P Pakistan)

## **2. TECHNICAL QUALIFICATION:**

❖ **CCTV TECHNICIAN.**

❖ **IT TECHNICIAN**

## **WORK Experience:**

**Worked as a IT Admin & Support in Tania water company (Saudi Arabia)  
current working) since start from 5 march 2017**

## **Major Duties and Responsibilities:**

- \* Creation of Domain controller and Additional Domain controller
- \* Installation & Configuration of printer server.
- \* Assembling, Disassembling, Hardware Troubleshooting, Software Troubleshooting
- \* Installing configuring and troubleshooting hardware devices like printer, scanner hard disk, SCSI Hard disk, CD ROM and all devices related to a personal computer
- \* Designing and implementation of Structured Network cabling
- \* Installation, configuration and Management of DSL/ADSL Routers
- \* user full time support in software & system problem handling
- Managing network infrastructure.
  - \* configuration of routing and switching equipment.
  - \* Identifying, diagnosing, and resolving network problems.
  - \* establishing the networking environment by designing system configuration, directing system installation, defining, documenting and enforcing system standards.
  - \* Design and implementation of new solutions and improving resilience of the current environment.
  - \* Maximizing network performance by monitoring performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimization.
  - \* undertaking data network fault investigations in local and wide area environments, using information from multiple sources.
  - \* securing network systems by establishing and enforcing policies, and defining and monitoring access.
  - \* support and administration of firewall environments in line with IT security policy.

- \* reporting network operational status by gathering and prioritizing information and managing projects.
- \* capacity management and audit of IP addressing and hosted devices within datacenters.
- \* liaising with project management teams, third-line engineers and service desk engineers on a regular basis.
- \* speaking with customers via email and phone for initial requirement capture.
- \* Tactfully handling irate end users.
- \* Performing complex implementation and maintenance tasks on the LAN and WAN.
- \* Providing daily operational support and system administration for core network infrastructure.
- \* Writing up accurate technical documentation.
- \* Assisting with project scope development.
- \* Configuring LAN, WAN, Wireless and edge security equipment.
- \* Supporting windows desktop technologies.
- \* Monitoring network performance.
- \* Involved in developing Networking standards, procedures and documentation.
- \* Ensuring that service level agreements are met.
- \* Configuring Cisco Routers, Switches, and Firewalls.
- \* Participating in 24x7 on-call rotations.

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**Worked as an IT Service Officer & Web design (HTML, PHP, CSS) in Logic software house pakistan (Abbottabad)( 2013-2014).**

**1 year.**

**Major Duties and Responsibilities:**

- Creation of Domain controller and Additional Domain controller
- Helpdesk support for all users having any IT related problem.
- Troubleshooting for windows xp, windows 7, windows 8 and windows 10.
- MS office 2010 and MS Office 2013 for user.
- Installation & Configuration of Network printers.
- Assembling, Disassembling, Hardware Troubleshooting, Software installation and Troubleshooting.
- Installing configuring and troubleshooting hardware devices like printer, scanner, fax, hard disk, disk, CD ROM and all devices related to a personal computer
- Creation of user email account
  
- Installation and configuration of Symantec Endpoint protection antivirus.
- Installation & Configuration of file Server, creating folder and providing access to user.

**Worked as Computer Operator AL-FALAK OVERSEAS PROMOTER RAWALPINDI PUNJAB (PAKISTAN) 2015.**

**Major Duties & Responsibilities**

- ❖ Scanning, Mailing, Maintain Email and check Accounts
- ❖ File Handling and Office Management
- ❖ Dealing with Customer on Phone calls
- ❖ Handling Customer
- ❖ Meeting Arrangement

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CCTV TECHNICIAN AND PROJECT INSTALLATION BY SELF (FROM 8 MONTH) N.W.F.P  
(PAKISTAN)

**Technical skills.**

**CCTV TECHNICIAN**

- ❖ INSTALLATION DVR
- ❖ INSTALLATION NVR
- ❖ IP CAMERA
- ❖ OUTDOOR , INDOOR & DOME CAMERA

**Computer skill**

- OFFICE AUTOMATION  
WORD , EXCEL , POWER POINT (3 months)  
(SBA ABBOTTABAD) INSTITUTE PAKISTAN
- PHP ( WEB DESIGN)
- DREAMWEAVER 8.0  
Internet & Email
- SOFTWARE INSTALLATION
- GOOD TYPING SPEED
- DATA BASE
- OFFICE MANAGEMENT
- ADOBE PHOTOSHOP
- CORELDRAW
- FLASH  
( HARIS INSTITUTE RAWALPINDI PAKISTAN)

**LANGUAGES KNOWN**

<b>ENGLISH</b>	<b>Arabic</b>	<b>URDU</b>
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**PERSONAL:**

<b>Birth date</b>	→	<b>1993</b>
<b>Nationality</b>	→	<b>Pakistani</b>
<b>Religion</b>	→	<b>Muslim</b>