



ABDUL GHAFAR KHAN

I.T / Network Administrator

PERSONAL CONTACT

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ACADEMIC EDUCATION

Bachelor of Computer Scince

2002 - 2005

Intermediate School

1998 - 2000

Matriculation

1996 - 1997

Diploma in Information Technology

2011 - 2012

PROFESSIONAL SKILLS

1	MCSE / SYSTEM ADMINISTRATOR
2	Website Designing
3	Computer A+ Hardware
4	Computer A+ Networking
5	Accounting (Quick Book, Peachtree)
6	Professional Video Editing
7	MS Office (Word, Excel, P-Point)
8	CCTV Camera Operator / Tech
9	Internet Net and Data Entry

MY OBJECTIVE

Seeking, challenging and responsible position where my education, ability, potentials can be fully and effectively utilized with opportunities of growth, enhancement of knowledge and to serve in building the nation.

WORK EXPERIENCE

● NETWORK ADMINISTRATOR

5 Years Experience In Deans Trade Centre as a Network administrator and Network Engineer, IP Network, LAN Network

● I.T INSTRUCTOR (EMIRATES INSTITUTE)

7 Years Experience as a I.T Trainer (MS Office, Graphic Designing, Website Designing, Computer Hardware, Computer Networking, CCTV Camera, Video Editing, Digital Marketing)

● SYSTEM & NETWORK ADMINISTRATOR

3 Years Experience as a System and Network Administrator and Network Engineer in Emirates Institute of Engineering and Technology EIET.

● MANAGING DIRECTOR (EMIRATES INSTITUTE)

5 Years Experience as a Managing Director and Administrator of Emirates Institute of Engineering and Technology

PROFESSIONAL COURSES

- ❖ CCNA Cisco Certified Network Associate (System Engineer , Switch and Router)
- ❖ MCSE (Microsoft Certified Systems Engineer)
- ❖ A + Networking (Haris Institute of Engineering and Technology)
- ❖ A + Computer Hardware (Sampotek Institute)
- ❖ CIT (Certificate in Information Technology) Sampotek Institute
- ❖ DIT (Diploma In Information Technology) Haris Institute of Engineering & Technology
- ❖ DIT (1 Year Diploma in Information Technology)

ACTIVITIES / RESPONSIBILITIES

- ❖ Analyze the organization’s network and system requirements
- ❖ Research and analyze the network devices, protocols, services, and standards to support network activities
- ❖ Install and maintain network servers and operating systems to ensure backup copies of all files are securely stored at a specific location
- ❖ Troubleshoot problems with network devices and perform updates when required
- ❖ Install, configure, and maintain multi-user software on the servers
- ❖ Administer and maintain end-user accounts, authentication, and permission rights
- ❖ Install, configure, and maintain network communications and other networking devices such as hubs, switches, and UPS
- ❖ Maintain and perform the necessary needs of all network-connected devices
- ❖ Manage security solutions, such as anti-virus, firewall, and intrusion detection systems
- ❖ Install the software, hardware, and other devices to meet the organization’s network requirements
- ❖ Guide the System Administrator in the maintenance of the VOIP system
- ❖ Must explore and solve various network issues logically; therefore, they should be able to analyze the situation and think critically to find practical solutions
- ❖ Understand various network security components such as firewall, access control, and VPNs
- ❖ Good knowledge of various kinds of networks and network configuration
- ❖ Able to organize and prioritize the task based on the severity
- ❖ Able to work, manage, and solve various problems on several projects at the same time
- ❖ Steep learning to understand and troubleshoot the issue effectively
- ❖ Able to manage, control, monitor, and apply best practices on the network infrastructure
- ❖ Good communication skills to communicate with colleagues as well as general public
- ❖ Collaborate and work with the team to bring out effective solutions for networking issues

LANGUAGES TO UNDERSTAND

LANGUAGES	WRITING	READING	SPEAKING	URDERSTAND
English	Best	Best	Best	Best
Hindi	No	No	Best	Best
Farsi	Basic	Good	Good	Good
Urdu	Best	Best	Best	Best
Pashto	Best	Best	Best	Best
Russian	No	Basic	Good	Good