**SAMIULLAH KHAN**

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Mohallah Laghari Gate

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# **OBJECTIVE**

As a Talented Systems Administrator offering more than 26 years of experience in a Linux/ Windows environment, with expertise in flavors of Linux; Red Hat v.6/7, CentoS v.6/7, Ubuntu, SUSE, and Windows; Windows Server 2008, 2012. A seasoned computer Hardware/Software Specialist, an astute Computer Network Security Professional, with vast knowledge in server virtualization, and working knowledge of Database provisioning. My objective is to use my knowledge, talent, and hard work to improve any establishment where l am privileged to work. I think that I must bring something positive to the table. I am also willing to learn as much as I possibly can to enhance my experience, techniques, and skills to better serve my employer.

**Career Summary**

* 27 Years + Experience solidly credentialed.
* Data Analysing Expertise.
* Detailed Knowledge of Windows System Programs and System Management tools, also well versed in PC Hardware Installation and Management.
* Familiar and Experience with Network Storage Deployment- Management/Hosting tools and Mediums including; Linux ISCSI SAN Storage, NFS, and Samba Servers.
* Familiar with Database Administration tools such as MariaDB and MySQL.
* Comprehensive Knowledge of Systems Security.
* Red Hat Linux System Administration.
* Windows Server 2008/2012 Administration. Cent-OS v6.x & 7 Os, Red hat Enterprise Linux Administration v6.x & 7.
* Experience in Windows Server 2012 Active Directory.
* Well-Versed in Virtual Environment (VMware Workstation) Resource Allocation Management, Cloning, V-cloud Air Connect, and more.
* Mixed-Platform Environments - Managing Windows and Linux servers in a server-client fashion.
* Server Software Configuration (i.e. Support, Resource Management, and Performance Monitoring).
* System Management Security, Data Backup, and Recovery.
* System Production Development, Testing, Staging, and Trial Production.
* Installation Documentation, reviewing, and publishing.
* ESXI 5.5, 6.5 Installation/Configuration and Management, Workstation Installation/Configuration.
* A good Knowledge of the Cisco platforms.
* Strong experience in system assembling, Installation, Maintenance & Troubleshooting.

**PROFESSIONAL EXPERIENCE**

**Data Officer, BEST-PAK TANK**

**Sep 2022- Till Date**

* Responsible for Database Administration, Database Maintenance, sharing with WFP, and ensuring the data access & recovery control and data remains consistent and clearly defined.
* Collaborate & communicate with WFP on database development, learning, maintenance, and data entry for the project.
* Beneficiary's enrollment/registration and documentation as per the requirements of WFP/SCOPE.
* Data entry of beneficiaries to the WFP online and offline formats and database.
* Analyses and filtration of the data for data duplication to ensure beneficiary selection in line with WFP beneficiary selection criteria.
* Collaborate with changes in the existing database or new ones as per the requirement of the project and stakeholders in close consultation with and approval from WFP.
* Collaborate with data retrieval data, creation of reports, and list of beneficiaries from the database.
* Coordinate, maintain, and ensure the security of the beneficiary and FDCS data in any form.
* Collaborate creation and printing of the entitlement tokens for distribution to the beneficiaries.
* Provide technical support to the project team regarding data and information technology.
* Safety, security, and maintenance of the information equipment and gadgets used in the project.

**Senior Lab In-charge, The City School D.I.KHAN**

**Oct 2021- Sep 2022**

* Installing and configuring software, hardware, and networks
* Monitoring system performance and troubleshooting issues
* Ensuring security and efficiency of IT infrastructure
* Install and configure software and hardware
* Manage network servers and technology tools
* Set up accounts and workstations
* Monitor performance and maintain systems according to requirements
* Troubleshoot issues and outages
* Ensure security through access controls, backups, and firewalls
* Upgrade systems with new releases and models
* Develop expertise to train staff on new technologies
* Build an internal wiki with technical documentation, manuals, and IT policies
* Experience with databases, networks (LAN, WAN), and patch management
* System security (e.g. intrusion detection systems) and data backup/recovery

**Manager Administration / Finance, Al-Khalifa Foods Raiwind Lahore**

**Jan 2020-June 2021**

* Performs a wide variety of operations duties including full-scope human resources, and administrative operations, with oversight of General IT support.
* Other duties and responsibilities include, but are not limited to, the following:
1. Plan & Implement Administrative & HR procedures & systems & devising ways to streamline processes.
2. supervise & manage day-to-day administrative operations.
3. Develop liaison with all Offices (Karachi, Islamabad & Peshawar).
4. Manage security activities & ensure discipline
5. Supervising the day-to-day operations of the administration and staff members.
6. Maintain a record of all rented properties in as hard and softcopy.
7. Look after the maintenance of all equipment.
8. Developing, reviewing, and improving administrative systems, policies, and procedures.
9. Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
10. Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
11. Collecting, organizing, and storing information using computers and filing systems.

**Management Information System Officer/Admin Officer, Southern Area Development Project (KP-SADP), Project Management Unit, D.I. Khan**

**June-2014 – Dec-2019**

* Designed & Developed MIS System for Southern Area Development Project.
* Install and support LANs, WANs, network segments, Internet, and intranet systems.
* Install and maintain network hardware and software.
* Analyze and isolate issues.
* Monitor networks to ensure security and availability to specific users.
* Evaluate and modify the system's performance.
* Identify user needs.
* Determine network and system requirements.
* Maintain the integrity of the network, server deployment, and security.
* Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
* Design and deploy networks.
* Perform network address assignment.
* Assign configuration of authentication and authorization of directory services.
* Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
* Maintain network servers such as file servers, and VPN gateways.
* Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates, and patches.
* Implement and maintain the MIS of the project and contribute to the preparation of MIS reports as required.
* Organize and conduct training on MIS for project and government line departments’ staff.
* Assist the Project Director and other key staff of PMU and District Implementation Units (DIUs) in the preparation of reports on the findings and lessons learned from the project.
* Provide input and update information related to the Project on websites.
* Managing Communication-related matters.
* Ensuring that elements of MIS strategy are incorporated in the Annual Work Plans.
* Assist and guide the DIUs and other district-level stakeholders in establishing sound and effective MIS mechanisms,
* Preparation and management of the training plan of MIS.
* Ensure the anti-virus software is always up to date and share
* Ensure routine backups are performed as outlined by the Backup & Restore Manual.
* Maintaining and updating of official website and internet.
* Any other task assigned by the Project Director.
* Administrate Interactive Voice Response (IVR) System implemented by Multi-Donor Trust Fund (MDTF) & World Bank.
* Preparation of IVR System weekly reports and sent to MDTF & World Bank.
* Fleet Management.
* Procurement of Goods & Services.
* Duty Roaster Maintenance.
* Staff Appraisal & Recruitment.
* Development of Employee Code of Conduct.
* Event Management.

**IT Manager /Data officer, Social Efforts for Education and Development (SEED), D.I.KHAN, Nov-2013-April 2014**

* Certify that the LAN is properly working, so that messages and documents among employees are sent within Organization without fail.
* Responsible for downloading and installing networks and programs the company needs.
* Responsible for network security and makes sure that no outside forces can tap into the network.
* Responsible for fixing network problems. To teach employees how to use the network, as well as assist and go over the steps with them when they’re having trouble.
* Training and managing a team of network technicians.
* System support to fix not only the local network but internet and computer problems as well.
* Coordinate with M&E staff and IT unit in Head Office for efficient use and updating MIS and maintain operational efficiency and ensure the security of system/data.
* Review and refine the User Guide, Help, Design Specifications, and System Manual for the MIS application.
* Prepare customized progress reports on a monthly/ quarterly basis or as required by the management and maintenance project documents.
* Maintain weekly reports submitted by Project Team; prepare and distribute a summary of weekly reports.
* To support the Project Manager/ Mk2&E Officer in the development and updating of the 4W matrix
* Other duties and responsibilities as and when assigned
* Conduct field visits to assist M&E Officer in M&E-related tasks
* Assist M&E Officer in final verification as per the ToRs.

**IT Manager & Data Coordinator, VEER Development Organization (Concern World Wide funded project for Flood & Conflict-affected areas of KPK, DIKhan)**

**Feb-2012- Aug 2013**

* Ensure that the LAN is properly working, so that messages and documents among employees are sent within the company without fail.
* Responsible for fixing network problems. To teach employees how to use the network, as well as assist and go over the steps with them when they’re having trouble.
* Ensure network security and makes sure that no outside forces can tap into the network.
* Training and managing a team of network technicians.
* System support to fix not only the local network but internet and computer problems as well.
* Responsible for downloading and installing networks and programs the company needs.
* Selecting, Managing, and acquiring resources (both hard copy and electronic) to meet an organization’s current and anticipated needs;
* Classifying, collating, and storing information, usually using special computer applications, for easy access and retrieval
* Developing and managing electronic resources using, e.g. online databases and content management systems
* Designing for the web
* Responding to enquirers' requests using electronic and printed resources
* Running effective inquiry and current awareness or 'alerting' services and developing communications strategies
* Providing user education via leaflets, websites, and tours of the library/information room
* Publicizing and marketing services, internally and externally, through publicity material, demonstrations, presentations, and/or social media
* Developing and exploiting multimedia information
* Giving presentations and individual consultations

**Customer Support Officer,**

**WATEEN TELECOMMUNICATION (D.I.KHAN),**

**Oct 2008-Feb 2012**

* To Handle & Supervise the Franchise.
* Troubleshooting and solutions of Wi-Max Networks.
* Configuration of Wi-MAX CPE.
* End to End data/voice cables connectivity.
* Perform problem determination and solve problems with customer facilities
* Instruct customers on the use of systems and solutions
* Complaint handling troubleshooting
* Customers training on basic troubleshooting
* Telephonic support to the customers.

**Manager Franchise & Customer Support**

**WATEEN TELECOMMUNICATION (D.I.KHAN)**

**Nov 2007-Oct 2008**

* To achieve the sales targets
* To maintain the availability of products.
* To Handle & Supervise the Franchise.
* Troubleshooting and solutions.

**System/Network Executive**

**JJA TELECOMMUNICATION**

**April 2003-Sep 2007**

* Administer all active network equipment.
* Performs routine network, log analysis, and security monitoring.
* Security Solution, Designing Network, Server Installation & Configuration.
* Deal with customers and discuss their troubleshooting and solutions.

**System/Network Admin**

**Web Access Internet Service**

**Dec 2000-March 2003**

* Directly responsible for the day-to-day overall functionality of the entire unclassified networking and communication infrastructure of the Web Access Internet Services.
* Deal with local Internet Consumers and service provider Net Zone Peshawar.
* The administrator of all active network equipment and the company’s Internet Server.
* Perform routine network log analysis and security monitoring.
* Perform general planning of network development, recommended equipment, and software to be purchased.

**Assistant System Admin**

# **KARLU COPIER & COMPUTERS**

**Jan 1995-Dec 2000**

* Assembling & Installation of New PCs
* Maintenance of all computer Hardware and Software in the Lab & Office.
* Deal with customers and discuss their troubleshooting and solutions

**ACADEMIC QUALIFICATION**

* M.C.S (Master of Computer Science) from Al-Khair (AJK) ………………………………2010
* B.C.S (Bachelor of Computer Science) from Al-Khair (AJK) ………………………………2007
* F.Sc (Pre-Engineering) from B.I.S.E; Peshawar……….………………..1989
* S.Sc (Pre-Science) from B.I.S.E; Peshawar……….………………..1987

**CERTIFICATION**

* CCNA 3.0 Certification from ***CORVIT*** Lahore 2006.
* MCSE 2003 Certification from ***CORVIT*** Lahore 2006.
* Professional Diploma in Information Technology from Micro Net College, D.I.Khan in 2001.
* Six Month Computer Certificate from Computer Learning Center, D.I.Khan in 1997.
* Diploma in Hardware Maintenance from Professionals’ Computer Zone, D.I.Khan in 1994.
* The International English proficiency Test (iTEP) in 2021.

**LANGUAGE**

**ILLS**

Fluent in English, Urdu, Saraiki, and Pashto.

**PERSONAL PROFILE**

**L D**

Father Name Salim-Ullah Khawajikzai

Date of Birth: 4th December 1971

N.I.C #: 12101-0922193-7

Nationality: Pakistani

Religion: Islam

**Reference will be provided on demand**