

# SAQIB TAJ

## PERSONAL SUMMARY

To obtain a suitable position in a well establishment organization where my academic background, skills and personal qualifications are best utilized and where I can have the opportunity to develop my skills.

### WORK EXPERIENCE:

**M. O COMMUNICATIONS, NATIONAL TRANSPORT RESEARCH CENTRE**

**COMPUTER OPERATOR:**

**JAN 2018- JAN 2021**

### Duties:

Installation Configuration, Management of Local Area Network  
Windows Server 2016 Administration.

Installation and troubleshooting of hardware and software e.g OS,  
Network printer, Scanner , Multimedia and Access Points.

Arrangement of all the net meetings and Webinar.

Manage Attendance Management System.

**M.O FINANCE, CENTRAL DIRECTORATE OF NATIONAL SAVINGS:**

**TECHNICAL ASSISTANT:**

**JUNE 2015- JULY 2017**

### Duties:

Assist Network Administrator in supporting server applications, Network  
devices and operating systems.

Provide helpdesk assistance in resolving software, hardware and  
network related problems.

Perform troubleshooting, archiving and back-up of server applications  
on daily and weekly basis.

To make sure the users are connected to LAN or WAN as per predefine  
policies and will be facilitate in case of any problem.

Maintaining up to date Network Infrastructure documentation and  
diagrams.

Assist the Audit officer for Authentication and Authorization of branch  
data with main application.

Update the manual branches into the system and centralized with main  
head office.

Print reports and scanning of application.

**HARVARD COLLEGE OF COMMERCE**

**COMPUTER OPERATOR:**

**NOV 2013-MAY 2015**

### Duties:

Manage IT Labs

Make papers quizzes

Installation, configuration of Access points

**TOUCH HORIZON IT CONSALTANTS**

**IT SUPPORT ENGINEER:**

**APR 2013-OCT 2013**

### Duties:

Windows Server 2008 R2 and 2003 server administration &  
management

Responsible for implementation, management, monitoring network  
infrastructure.

Installing maintaining and configuring Domain Controller, ADC and  
Configuring Group Policies.

Installing Managing and Troubleshooting DNS and DHCP Server  
Maintenance of all computers, printers and network devices.

## AREAS OF EXPERTISE

Server and Network Management

TCP/IP, DC, ADC, DNS, DHCP

Active Directory

LAN and WAN

Technical Support

VM Ware Technologies

Microsoft Office

## PROFESSIONAL TRAINING

Microsoft Certified in System  
Engineer

Microsoft Certified in I T  
Professional

## ACADEMIC QUALIFICATION

**BS (Hons):** Computer science  
Federal Urdu Uni 2 00 8 - 2 01 2  
Division: 1st /3.33 CGPA

**Fsc:** Pre Engineering

F.B.I.S.E IBD 2 00 6 - 2 00 8  
Division: 2nd

## PERSONAL DETAILS

E: MALIK.SAQIB572@GMAIL.COM M:

0322-5038380

DOMICILE: ISLAMABAD

DOB: 02/08/1989

Religion: Islam

Nationality: Pakistani

## REFERENCES

Available on request