Rana Muhammad Shuja Ur Rehman Azhar

System Network Administrator /In-Charge IT

AREAS OF EXPERTISE
Business Analysis

Finical Control

Resource vendor management

Computer Network &TCP/IP

Preventative maintenance

LAN/WAN networks Switches and firewalls

Server configuration

Microsoft operating systems

Video Conferencing

VMWare Technologies& Virtualization

PROFESSIONAL
CISCO   (CCNA)

Juniper (JNCIS-SEC)

Visual Microsoft dot net

C# Microsoft dot net

Oracle 9i Database

PERSONAL SKILLS
Self reliant,

Sedulous

Analytical;

Team player

Troubleshooting

ACADEMIC QUALIFICATIONS
MBA Executive (HR) Newports Institute of Communications and Economics
NICE   2011
MSC (CS) Punjab University College of Information Technology
PUCIT   2008
BCS Allama Iqbal Open University
AIOU   2004

PERSONAL DETAILS
K3-153 WAPDA Town Lahore

T: 04236300538
M: 03334417410
*   03472221119*
E: rmsrehman@gmail.com

DOB: 15/02/1983
Driving license: Yes
Nationality: Pakistan

PE RSONAL SUMMARY
Strongly capable of managing information technology resources, design, Install, configure and maintain network infrastructure and Microsoft operating systems decidedly skilled in ensuring security of data, network access and backup systems, potentially skilled in handling budget and ensuring cost effectiveness procurement and maintenance of electronic infrastructure resources, highly proficient in application analysis and project implementation in production environments, I have excellent outgoing personality, am result oriented with a gift in diversified communication, and negotiation skills.

WORK EXPERIENCE
NUML (Lahore Campus)
System Network Administrator /In-Charge IT Nov 2009 - Present
Duties:

- Managing a team of over 10 administrative & technical staff.
- Reporting to the IT Director & Regional Director
- Manage the IT budgets and expenditure on hardware and software.
- Providing advice on selection and purchase of IT equipment.
- Obtaining quotes for supply of goods and services from suppliers.
- Monitoring the progress of third -party maintenance contract suppliers.
- Communicating and negotiating with users, specialists, other staff and suppliers.
- Identify and recommending improvements for E-applications & Web-page development.
- Strengthening the IT infrastructure through to implementing new technologies.
- Responsible for the recruitment and training of new staff.
- Managing the internal & hosted network infrastructure including: firewalls, servers, switches
- Building, configuration and troubleshooting of server and desktop hardware
- Cisco & HP switch configuration in particular VLAN configuration /troubleshooting.
- Having the ability to listen to, understand and defuse difficult situations.
- Writing documentation for ICT procedures, security and disaster recovery.
- Producing documentation on operational, system and user procedures & guidelines and Updating support documentation. Maintaining documentation of changes regarding users, functions & systems.
- Having a good understanding of virtualization technologies i.e. VMware Infrastructure
- Administering & designing LANs, WANs internet/intranet.

KEY SKILLS AND COMPETENCIES
Multi-skilled In-charge IT with good all-round supervisory and technical expertise. Very capable with a proven ability to ensure the smooth running of ICT systems and to provide IT services that will improve the efficiency and performance of an organization. Extensive practical knowledge of complex systems builds hardware and software testing, network support, technical support. Looking for a new and challenging managerial position, one that will make best use of my existing skills & experiences also further my personal development.

- Knowledge of ITIL incident, problem & change management.
- Knowledge of cloud computing (Amazon EC2), Apache HTTP Server.
- Experience of working with some 3rd line projects.
- Experience of using System Administration tools such as Hyena, Dameware.
- Good understanding of: Microsoft Windows Server 2000, 2003, 2008, Active Directory Group Policies, TCP/IP,DNS &, Extensive knowledge of Microsoft based operating systems, including Software license control ,wired and wireless networking skills, desktop and server hardware and antivirus and remote support products."
- Knowledge & understanding of backup technologies & disaster recovery methods.

Rana Muhammad Shuja Ur Rehman Azhar

MEDFOLIOINC

Company profile

A Health Information Technology (HIT) Management Company.

REGIONAL MANAGER (NIGHT)   **June 2009 – July2012**

www.medfolioinc.com

Responsibilities :Manage Projects with only consultative direction from management, Collection and reviewing business requirements, ensure clarity and establish expectations for services requested, develop, manage and execute project plan, also monitor and motivate the cross functional teams tasks. Manage subordinate, monitor, assessing internal administrative operations, communicating information to management, also responsible for Planning, developing and implementing strategy for HR management and continual development (including recruitment and selection policy / practices, discipline, counseling, salaries, loan, contracts, training and development, performance appraisals, job evaluation).

EARLY CAREER SUMMARY

Software Engineer   NETSOL   **June 2008 – Oct2009**

Responsibilities: Worked on MTMIS (E&T Punjab) project, responsibility includes understanding new rapid change, issues of client regarding application. Coordinate them with the NETSOL about new enhancements or process changes/ data correction requirements. Testing and congregate the feedback about new software release (updates, patches), update about their effects (on productions environment) in 35 districts of Punjab. Job also includes Database management and network administration at client side on live (production)environment, including replication process, database recovery, database performance tuning, Oracle 9i, 10g Database insulation, Oracle 9i application server installation, MTMIS application and report server deployment& configuration, backups rman , Hot backup ,Cold backup , LAN and VPN all issues in 35 districts. Closely monitor and resolve issues of application operations and live database fell by clients in 35 districts daily. Conduct software and Domain Training sections for client concerning efficiently usage of software. Also worked as front-end software developer in C# dot net, and Oracle forms and reports technology for local corporate clients (including PMA, CRO) projects.

System Analyst   UNDP   **Mar 2007 – May2008**

Responsibilities: Worked as consultant system analyst on community development project for rehabilitation of salt affected and waterlogged lands (Biosaline-II). Responsibility includes collecting information, analyzing and evaluating present existing system, proposed business procedures or problems to defined data processing needs including research, planning, marinating and upgrading of operating system. Write and maintain system documentation.

Data System Administrator   ATTA CABLES (PVT) LTD.   **March 2004- Mar2007**

Responsibilities: Managing ATTA Cables Production, Inventory and Accounting Management systems and database and application and network issues.

Lab Staff   Edge System International   **Sep 2003 – Feb 2004**

SCCS   **Mar 2002- Feb 2004**

Responsibilities: Provide students support, give them ease while doing labs, resolve their issues they fell during the assignments and lectures.

Teaching	New Crescent Pre Cadet School & Academy	Aug 2007- Jan 2008
	Rana Science Academy	May 2003- Dec 2007
	Iqra Grammar School & Academy	Feb 2004 –Jan 2005

Responsibilities: Teach the students Computer as Subject up to gradation level and also gives them satisfaction of mind towards their studies.