Fahad Yazdani Siddiqui

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OBJECTIVE

A position in a results-oriented company that seeks an ambitious and career-conscious person, where acquired skills and education will be utilized toward continued growth and advancement. Utilizing my Information technology, Office Administration experience, education and skills as per organization need.

SKILLS

Ability to configure and maintain organizations internal computer network Expert experience with troubleshooting computer hardware related problems. Management and maintenance of servers, pc's, routers and switches - Experience managing network security tools. Experience managing firewalls, anti-virus and intrusion detection systems Identifying network performance issues Configuration of network equipment's Managing and maintenance of network equipment's Troubleshooting, solving and documenting network connectivity issues.
Experience in structuring, developing and implementing interactive websites. Innovative use of technology and SEO to drive traffic and engage users. Able to complete projects efficiently and satisfy customers with attractive, user-friendly websites.

IT Technical Support Hardware/Software	• Network Administration	•CCTV Maintenance/Installation
• MS Excel Advance Level	•School ERP Frontend /Backend Support	• MS OFFICE Exchange 365
•Website / ERP Development(PHP)	• Microsoft Teams / SharePoint Administration	•Antivirus/Firewal Server side
• Biometric Access Control Configuration	• Data Analyst	• Administrative Support

PROFESSIONAL EXPERIENCE & EDUCATION

Microsoft® Certified Professional
Certification Id: 15350914
Microsoft® Certified Solution *Associate (MCSA)*
Certification Number: G593-0745
Microsoft® Certified Professional (MCP)
Certification Number: G592-4871

Diploma 2 Years, Computer Science, 2004-2006
A plus - Successfully completed all coursework and training requirements in Computer Systems and Web Site Engineering.

Graduation B-COM, Private   **2nd Div., 2008-09**
Focused studies on Business,

EDUCARE Certifications   **2019**

- Child Neglect for International Schools
- Preventing Bullying for International Schools
- Safeguarding Young People
- Health and Safety for International Schools
- Child Protection for International Schools

IT Admin In Al Wahda Private School Sharjah www.wschool.ae   **2018 to Present**

- Providing day-to-day support, rectification and maintenance of IT equipment and Network infrastructure.
- Administration Handling of School Main ERP I campus Backend / End-user support.
- Administration handling of MS Office 365 Environment, Including
  (α) Azure active Directory
  (b) Microsoft teams Administration / Configuration with support
  (c) Microsoft Exchange Services (Emails , Outlook Configuration and support)
  (d) Microsoft SharePoint administration / Configuration
- Data Analysis, Assisting Assessment coordinator and Senior Leadership.
- School Website Development / Maintenance and support.
- Created ERP for Schools Registration, Reregistration and inquiry forms for data submissions (Athena education work).
- Deployed / Supervising CCTV infrastructure in school , DVR , NVR Configuration / Maintenance
- Deployed / Supervising Access doors in School.
- Deployed / Supervising Attendance System Link with school main software ICAMPUS
- Keep Track of All IT inventory and reporting weekly to head office , responsible on handovers from staff
- Assisting School's Assessments coordinators on various online exam scenarios i-e MAP Skills , TIMS , CAT4
- Providing support and work with IT troubleshooting Computer Labs and School admin Desktop / Laptops
- Evaluating PC and Networking hardware and Peripherals as part of a project team to carry out IT
- Supervising Network printers User control, and other USB printers.
- Assisting Head office IT Team Engineers with network deployments on projects.
- Providing support to networks – Windows and Apple Devices.
- Opening ports on router and level 1 router support
- Configuring Switches / VLAN / Routers
- Handled server breakdown scenarios.
- Worked with Firewalls Cisco, Fortinet.
- Maintaining appropriate configuration standards and procedures of all IT Hardware and software both Server and Desktop;
- Working with smart switches and POE switches
- Kaspersky anti-virus endpoints workstations and server network agents configuration
- Managing incoming daily support matters- Email and telephone
- Conducting scheduled network maintenance's on Servers and PC's
- Assist with Implementing Windows Server and Terminal server environments
- Monitoring Network security and report threats.
- Managing Virtualized Servers and work with troubleshooting.

Athena Education llc, Dubai, www.athenauae.com   **2018 to Present**

- Maintenance of all Athena school websites.
- Developed and Managing Inquiry, Registration and Re-Registration Portal for Athena Education.
- Managing Biometric related attendance issues all Athena schools.
- Assisting on queries related to biometric, technical queries Athena schools
- Managing & Reporting on IT Inventory in School
- Key member on IT Budgeting and purchasing in school.
- Supporting and reporting on Facility / transport / attendance queries of school
- Reporting on IT related issues daily / weekly / monthly

PDF Marketing & Management, Dubai, 2017-18
Trainee Administrative supervisor /IT manager (www.pdf1marketing.com)

- Assisting CEO on Event Management, Promotions, Branding.
- Preparing Documents for Girls for in store promotions to be submitted in malls for badge application
- Administration of complete office including hardware , networking n office related documents
- Company Website development and updating it on regular basis
- Also taking care of company social media accounts and emails marketing
- Coordinating with clients for stock delivery and in-house vendors for supply goods we need for events and management.

Formula One, Admin Supervisor /IT Manager, Karachi, 2010-2017
Administrative supervisor /IT manager In Office

- Assisting financial and office personnel with hardware and software problems, provided troubleshooting, and owned desktop and network issues to resolution.
- Performed telephone and on-site troubleshooting for clients as field technician. Upgraded and maintained systems.
- Performed maintenance of personal computers and peripheral equipment, identifying problems and providing appropriate solutions.
- Coordinated workflow through various departments. Managed the front office staff. Coordinated in the work schedules of technical staff to assure smooth, effective processes and minimize potential for error.

Project Management /Development , Karachi, 2012 to Present
(Freelancing) Source (fiverr, Software houses)
DEVELOPER / SEO /SMM

I worked with worldwide clients as a website designing and development service provider and meet their expectations successfully to run their online business successfully.

- Custom graphic page design, managed sites, and registered pages with search engines.
- Created and managing Web sites for local business. . Using, Php , (WordPress Larval ,Code igniter frameworks)
- Ecommerce development , payment integrations
- Delivered high quality simple to complex websites by drafting functionality into codes
- Managing digital media (SEO , SMM) For clients all over Pakistan and UAE
- Give maintenance of production application, application enhancements, and bug fixes.
- Give support for websites mobile apps digital marketing
- Evaluate user needs and implement systems and solutions to best service.
- Consult with users to diagnose and resolve complex problems..

Top clients	Affiliations
www.thebioline.com www.epicltd.eu www.arabianshoppingzone.com www.topcarsgtb.se/ www.thankfulregistry.com/ www.kitedfashionworld.com www.elsk.com www.theredhawkintl.com	www.naifnow.com(UAE) www.rizazzadvertisingstudio.comUSA www.digitalblock.ca (Canada) www.creativethumb.pk (Pakistan) www.gravitysi.com (Pakistan) www.logicsbuffer.com www.webstings.ae

KESC , Computer Technician trainee, Karachi, 2009 to 2010 Computer System SuperVisor

- Supervised and coordinated activities of workers engaged in clerical and administrative support activities.
- Performed hardware and software support and installation. Participated in field installations,
- Participated in field installations, engineering and customer support.
- Managed support system engineers performing on-site customer service and maintenance
- Assisted in the installation, configuration, and management of a LAN
- Setup computer systems and related equipment. Knowledgeable in computer software, hardware and procedures. Diagnosed hardware failure, user errors.

MATECH, Computer Technician Karachi, 2005 to 2008
Computer System Supervisor

- Computer Networking Helpdesk Support CCTV Installation
- Customer service and maintenance
- Hardware and software support and installation. field installations,
- Participated in field installations, engineering and customer support.
- Setup computer systems and related equipment. Knowledgeable in computer software, hardware and procedures. Diagnosed hardware failure, user errors.

SUMMARY

Experience of Computer Networks with years of experience in diagnosing and resolving technical Issues... Proficient in Software Based environments, Programing Languages and Other Office applications. Strong working knowledge of Products and Services. Able to clearly understand problems and find positive solutions through use of troubleshooting, problem solving, teaming and communication skills.

Reference if needed

Ahmed Almatroushi (CEO Naif Now & Fibaro) UAE
Ravindra Chowdhary Head of IT (Athena Education) UAE
Mr Sabqat Raja (Manager IT Sharjah Schools Athena Education) UAE
Farrukh Siddiqui (CEO PDF Marketing & Event Management) UAE
Azhar Islam (Director Devop Careem) Pakistan
Showkat Ahmed Genie (Head of Inclusion cum Rehabilitation Psychologist) UAE
Mohsin Jalali (Director of Finance at Lafana Holding Company) Saudia Arabia
Shuja Uddin (Manager Operation Formula One Logistics) Pakistan