Jawwad Younus

System Administrator | MIS Executive | Data Analyst

Qualified IT Professional 10+ years total experience including 2+ years of experience as a MIS Executive and Data Analyst and Office Administration. Excellent verbal and written communication skills. Able to present information status and issue in a clear and concise manner with the goal of driving to a perspective. Ability to work independently and part of group can travel/ relocate locally and internationally.

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WORK EXPERIENCE

System Administrator, MIS/Data Analyst
Fonix Networks (www.fonixnetworks.com)

04/2016 - 05/2021   *Karachi, Pakistan*

Achievements/Tasks

- Designed & Implemented Web shared hosting Server using LAMP stack for web hosting local website and applications . Installed Webmin/ Virtualmin WHMCS services.
- Responsible to install OS linux Ubuntu LTS on VPS, installing VOS3000 VOIP SoftSwitch, setting up firewalls, configuring calling card setup on it for national and international users.
- Providing technical support to internal and remote users as well as administration department for any electrical issues.
- Responsible to fetch Raw data (.CSV Format) of VOIP Concurrent calls from VOS/ VoipSwitch for building up DMR analytical Reports, PCL regular updates on website.
- Managing Monthly expenses, invoices, daily vouchers and general financial reporting to higher management.
- Purchasing all computers, network devices, printers and other items related to the IT department or Management.
- Scheduling meetings and arranging hotel and travel accommodation for managers.

IT Assistant
Bolotel LLC (www.bolotel.com)

07/2012 - 03/2016   *Karachi, Pakistan*

Achievements/Tasks

- Designed, installed and supported the installation, configuration of office-wide LAN to replace aging dumb terminal system with Windows 2003 networking technologies to include Active Directory and Exchange 2000 for 20+ PCs.
- Oversaw network and equipment upgrades to include IOS, image upgrades, and configuration changes.
- Installed software, demonstrate its usage, troubleshoot when users are faced with problems & update software when required.
- Configured and supported multiple remote site installations of Windows 7,8 & 10 operating system.
- Antivirus software installation, reporting new virus files and malware removal. Maintained back up files.
- Configured email accounts through POP3, Outlook and IMAP.
- Provided customer service for various clients to include billing and network related issues.
- Trained staff in the use of system software, system security, and virus prevention.

SKILLS

- NOS - Windows Server 2003-2016
- COS - Windows OS Professional XP - 10
- Active Directory/ Domain Controller
- Virtualization - Oracle Virtual Box
- Ubuntu Server LTS 20.04
- LAMP Stack
- WHM/ Control Panel
- Xampp
- WAMP
- Web Development (PHP/MySQL - Working KSA)
- Advance Microsoft Office Suite (Advance)
- Microsoft Power BI
- Financial Reporting
- Google Notes
- Data Processing
- Web Designing (HTML/CSS/Wordpress)
- Social Media (Youtube Facebook Twitter Instagram)
- Logo Design
- Adobe Photoshop
- Protea
- Video Editing (MOVAVI, VIDEO SHOW, KineMaster)
- Freelancing
- SEO/ SEM
- Google AdSense
- Google AdWord
- Typing Speed (50+ - WPM)

PERSONAL PROJECTS

Cloud Innovators Web Server (11/2021 - 12/2021)

- Linux Ubuntu LTS 20.04
- Setting up ubuntu firewall security for inbound/ outbound traffic
- Using Open Source Web Hosting control panel Webmin Virtualmin
- Using Postfix and Dovecot for IMAP/ POP3 and SMTP services
- Setup multiple domain hosting approximately upto 50 to 100 clients
- Created different web hosting plans such as standard platinum and gold according to client requirements.

PSX Stock Management System (Basic) (03/2020 - 06/2020)

- PHP MYSQL Project made for a PSX Investor
- Basic Interface and Logo Design
- Graphical Representation of equities P&L using power bi
- Intraday Trading setup Risk to Reward ratio Management
- Stock Averaging method for swing and longer term investment

WORK EXPERIENCE

Computer Administrator
Canteen Stores Department (CSD)

12/2008 - 06/2012   *Chhor Cantt*

Achievements/Tasks

- Responsible to install/ configure workstation and providing network access to all staff.
- Troubleshooting hardware and software errors, documenting problems and resolutions. Look after the maintenance of all computers, printers, network devices, and all servers. Managing Inventory control of IT asset
- Performed daily backup operations, ensuring all required file systems and system data were successfully backed up to the appropriate media, recovery tapes, or disks were created, and media was recycled and sent off-site when required.
- Upgraded system by conferring with vendors and services; developing, testing & installing enhancements and new software. Created User accounts, changed, and deleted as per request.
- Setting up and solved problems with computer network systems, cabling and wireless networks.
- Designed various Pena flexes for price control boards, Shelf Label's. Drafting & Composing daily reports/ emails to senior management.

EDUCATION

Masters Business Administeration (MBA)
University of Sindh

03/2009 - 01/2012   *Hyderabad, 2.85*

Courses

- Management Information System (MIS)

Bachelor of Commerce B.COM
University of Sindh, Jamshoro

2005 - 2007   *Hyderabad, 2nd Div.*

Diploma Information Technology (DIT)
Technical Training Centre (TTC)

12/2004 - 12/2005   *Hyderabad, Govt of Sindh, A+*

SEO (Search Engine Optimization)
DigiSkills, Ignite, Pakistan

02/2020 - 06/2020

PERSONAL PROJECTS

Inventory Management Software
(02/2021 - 02/2021)

- Inventory Management Software prepared for shop keeper
- Uses Advance Excel, VLOOKUP, Macros (basic use)

www.superbachat.pk (07/2021 - Present)

- Designing & development (Logo, Interface, front/back ends)
- E-Commerce Drop shipping Store

www.bolotel.com (08/2015 - 08/2015)

- Logo & Website Design & Developed (CSS, contact form)
- SEO link building, page ranking, keywords auditing

ACHIEVEMENTS

Employee of the Month (01/2007 - 08/2007)
The City School Jinnah Campus

LANGUAGES

English
Professional Working Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

Forex/ Commodities Trading   Stock Trading

Travel   Chess   Blogs   Politics

Current Affairs   Music   Technology

Cricket