



## MUHAMMAD MUMTAZ

Date of birth: 08/04/1987

Nationality: Pakistani

Gender: Male

## CONTACT



33 Constitution Ave, G-5/2  
G-5, Islamabad, Islamabad  
Capital Territory  
64000 Islamabad, Pakistan  
(Work)



[mumtazchaudry9@gmail.com](mailto:mumtazchaudry9@gmail.com)



(+92) 3130516737



[https://www.facebook.com/  
mumtaz.chaudry.1](https://www.facebook.com/mumtaz.chaudry.1)



03130516737 (Whatsapp)

## ABOUT ME

Being a Professional I want to work in an organization having an environment feasible for Learning and Experimenting where I can challenge my skills and recognize my managerial and technical abilities to increase the overall effectiveness of the organization

## WORK EXPERIENCE

**01/02/2009 – 03/03/2016** – Islamabad, Pakistan

### Data centre operator

Gallup International Marketing Research Company  
Islamabad.

● Data Entry Operator ● Network Troubleshooting ● All Computer Maintains and Servicing. ● Document printing & Scanning ● Typing speed 45wpm accuracy 99% ● Urdu Typing

**14/03/2016 – 21/05/2021** – Islamabad, Pakistan

### Computer LAB Administrator

Preston University Islamabad

❖ Windows server 2008/12 installation and configuration ❖ Windows installation and Troubleshooting ❖ Troubleshooting of LAN ❖ Performs Hardware, Software and Network Configuration for Computer Labs ❖ Providing IT Support include planning software and hardware configuration to the staff ❖ Configuration of Wireless APS ❖ Linux installation

■ CENTOS 6.5 (Linux)

- Installing and configuration Squid Proxy server
- Installing and configuration Preston LMS
- Bandwidth control via Squid in Linux
- Configuring Rules and Access policies, Web site Restriction

**07/06/2021 – CURRENT** – Islamabad, Pakistan

### IT Assistant

COMSTECH Islamabad

- ❖ Operating System installation and Troubleshooting
- ❖ Troubleshooting of LAN & WAN
- ❖ Performs Hardware, Software and Network Configuration
- ❖ Providing IT Support include planning software and hardware configuration to the staff
- ❖ Configuration of Wireless Aps
- ❖ Support during Zoom Webinar
- ❖ Support in Auditorium for Hybrid Workshops (Zoom + Physical)
- ❖ Setup Projector (Multimedia) in Auditorium
- ❖ Support in Computer LAB, Preparation of Client PCs.

## EDUCATION AND TRAINING

**01/02/2004 – 24/10/2005** – Islamabad, Pakistan

## ● **Matric**

Governement High School Terlai Islamabad

**Address** Khan Market, Lehtrar Rd, Paracha Chowk, Tarlai Kalan, Islamabad 45550, Pakistan, islamabad, Pakistan | **Website** <https://fbise.edu.pk/index.php>

**11/02/2005 – 26/11/2008** – islamabad, Pakistan

## ● **Diploma Of Associate Engineering (Information Technology)**

Swedish Institute of Technicial Education Rawalpindi

**Address** D-324 Commercial Market Rd, D Block Block D Satellite Town, Rawalpindi, Punjab 46000, islamabad, Pakistan | **Website** <http://www.sit.edu.pk/Rawalpindi.aspx>

**08/09/2009 – 15/03/2017** – islamabad, Pakistan

## ● **Bachelor of Science in Computer Science (BSCS)**

Allama Iqbal Open University Islamabad

**Address** 2 Ashfaq Ahmed Rd, H-8/2 H 8/2 H-8, Islamabad, Islamabad Capital Territory 44000, islamabad, Pakistan | **Website** <https://aiou.edu.pk/> | **Field of study** Computer Science

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Urdu

**OTHER LANGUAGE(S):**

English

**Listening**  
A1

**Reading**  
B1

**Spoken  
production**  
A1

**Spoken  
interaction**  
A1

**Writing**  
B2

## DRIVING LICENCE

● **Driving Licence:** B     31/12/2018 – 30/12/2032

## HOBBIES AND INTERESTS

● **Playing Cricket and badminton**