



Nadeem Ashraf

Data Entry Operator | System Administrator

To improve my skills and investing my effort to bring innovation to my field while working towards the ultimate goal of helping the society prosper with growth mindset.

Contact

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Address

Dubai, UAE

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Education

2015 - 2019

BS Software Engineering

Superior University, Lahore

2012 - 2014

FSC Pre Engineering

Superior College, Toba Tek Singh

2010 - 2012

Matriculation

Govt Model High School, Toba Tek Singh

Expertise

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- File Miantenance
- Microsoft Azure
- Linux, Window
- Git, Github
- Grafana, Prometheus
- WordPress, Shopify
- Vue.js, JQuery, JavaScript
- HTML, CSS, SCSS, Bootstrap

Language

English

Urdu

Punjabi

Experience

June 2022 - Jan 2024

5Tera | Model Town, Lahore

Data Entry Operator | System Administrator

- Entered data into the system with speed and accuracy.
- Managed and updated client records, ensuring data integrity.
- Assisted with file transfers and backups.
- Processed high-volume data within tight deadlines.
- Create daily income voucher & monthly income or worked on Data Validation.
- Designed Salary Sheet and worked on it.
- Setup Azure Account for Quickbook Application
- Migrate WordPress website to AWS EC2 instance
- Manage Microsoft Entra ID Identities
- Setup and installed many WordPress websites on different Panels like Hostinger, Plesk, DirectAdmin, Bluehost, cPanel, GoDaddy
- Manage Subscriptions and RBAC Entra
- Manage Governance via Azure Policy
- Manage Azure resources
- Implement Virtual Networking
- Implement Intersite Connectivity
- Maintained Git workflows for version control.
- User sync from on-premises to Azure AD.
- Installed and configured Grafana, Prometheus to constantly monitor network bandwidth, memory usage, and hard drive status.

January 2021- May 2022

Tylextech | Airline Society, Lahore

Associate Software Engineer

- <https://hairglo.co.uk/>
- <https://shop.botttegadelsarto.ae/>
- <https://swing-cart.com/>
- <http://qazens.com/>
- <https://auctusit.com/>
- <http://worldacademyofdevelpoment.org/>
- <https://mlsoft.ai/>
- <https://www.dieteticaferrier.com/>

Certifications

- CCNA (R & S) & CCNA Security
- HCIA-Routing & Switching (Validation Number:1168219009)
- Android Mobile Application

Reference

Kashif Javed

Senior System Administrator | Cloud Engineer, 5Tera

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