
Muhammad Shahid

S/O Muhammad Abdullah

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CAREER OBJECTIVES

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth

EDUCATION

NUST, Islamabad

BE Software Engineering

CGPA – 3.33/4.0

2015 – 2019

Post Graduate College M.B.Din

F.Sc (Pre Engineering)

Marks – 916/1100

2012 - 2014

EXPERIENCE

Heavy Industries Taxila Education City , Taxila

Asst Manager Adminimistration

(Apr 2023 – Present)

Key Responsibilities:

- Responsible for managing general administration, residence colony, and housekeeping.
- Responsible for developing and implementing security policies, protocols and procedures.
- Responsible for recruiting, train and supervising security officers and guards.
- Attend meetings with other managers to determine operational needs.
- Plan and coordinate security operations for specific events.
- Investigates and resolves labor issues.
- Monitors and procure needed supplies for the offices, mess, and residence colony.
- Plan and manage the meeting schedule of the Chairman (Act like Staff Officer).
- Liaison, coordination, and developing cordial dealing with EOBI, SNGPL, Wapda, Labor office, Social Security and Courts, etc.
- Control and regulate the HITEC transport facility.
- Experience of supporting and using Windows 10, Office 365 and Exchange
- Familiarity with help desk software (such as ServiceNow)
- Experience of supporting mobile devices using an MDM solution

- Experience of supporting legal applications such as Worksite, Big-Hand, time recording, Intapp Time and Expert, amongst others
- SCCM experience – application deployment and troubleshooting experience of Virtual desktops and VPN technologies
- Experience of Microsoft Azure Active Directory and Intune.
- Experience of PC, laptop, printer, network troubleshooting
- Experience of AVMI / Video Conferencing
- Experience of developing and delivering training on a variety of devices, such as, laptops, desktops and mobile devices
- Capable of producing and updating training guides, handouts and other materials to a high standard with strong attention to detail

PAKISTAN ARMY ▪ (Corps of Signals)

Captain

(Sep 2019 – Apr 2023)

Key Responsibilities:

- Command and Staff duties of an Army Unit, Recruit Training Centre and sensitive operational areas, looking after Operational, Intelligence, Security, Administration, Training, Human Resources, Logistics, Supplies and Procurement, Mechanical Transport, Audit, Food / Messing, Accounts and Financial Affairs
- Project Management as technical officer
- Training, team building and leadership
- Human resource management
- Control, Coordination, and Provision of Security and Protocol to various National / International Dignitaries and VIPs including 'Chief of Army Staff' and foreign delegations
- Provision of security assistance to other Law Enforcement Agencies and Government Organizations during Internal Security Duties including Census, Polio Campaigns, Muharram, and COVID-19
- Management and handling of Formation Mess affairs as Officer Commanding
- Management, Coordination, and Provision of Safety and Security to Various National / Government Installations and Projects including thar coal power project
- Part of Civil-Military Liaison Committee in Operational Area and remained involved in Conflict Resolution and various other Public Affairs
- Maintenance of Record / Career planning
- Procurement at Company level

Dev Ops Engineer

- Define and set development, test, release, update, and support processes for DevOps operation.
- Monitor cloud and on-premise infrastructures for a range of projects and products.
- Encourage and build automated processes wherever possible.
- Work on Docker and Kubernetes orchestrations and deployments.
- Follow continuous integration practices, pipelines, and workflows. (CI/CD)
- Develop scripts that are fast and easy to comprehend.
- Adopt existing best practices or contribute to improving them; solution design, deployment, validation and documentation practices.
- Work on ad hoc and urgent requests on a timely manner.

IT Engineer

- respond to technical support calls from end users of computers and software applications

- set up and install new computers, networks and software
- set up user accounts and profiles on the network
- install updates, known as patches, to software applications
- install and configure operating systems, anti-virus software and other applications such as Microsoft Office
- diagnose and fix network problems and hardware or software faults
- maintain inventories of hardware and software
- manage backups of servers, in case of data loss
- keep a record of issues and faults along with solutions, for future reference.

Project Manager

- Identify project requirements, scope, and objectives and make sure that clients' needs are met as the project evolves.
 - Human Resource management
 - Ensure resource availability and allocation for the project.
 - Establish and maintain the relationship as the project lead between clients, vendors and internal Afiniti teams during deployment.
 - Support the client through internal processes in order to execute timely deployments.
 - Prepare and maintain project schedule, budget and make sure they are delivered within budget and on time.
 - Tracking and maintain project progress via various tools (JIRA, Excel, MS Project, etc.).
 - Create and maintain comprehensive project documentation and system information.
 - Identify, resolve and escalate appropriately any deployment issues with the right authorities.
 - Communicate statuses and challenges to account management teams and all relevant stakeholders.
 - Submit weekly/ monthly/ quarterly status reports to management summarizing the deployment progress.
 - Evaluate business needs and objectives
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CERTIFICATIONS

- Ultimate AWS solution Architect (Udemy)
- Introduction to Cloud Computing
- Cloud Virtualization, Containers and APIs
- Intro to DevOps (Coursera)
- System Administration and IT Infrastructure Services
- Getting Started with Git And GitHub
- SQL Basic course
- Cisco Switch Network / port Security
- Intro to Agile Dev and Scrum (Coursera)
- Programing for Everybody (Python programing)
- Hands-on Introduction to Linux Commands and shell Scripting

PROJECTS

Database System:

- Patient management system
- Electronic Voting Machine
- Distributive Taxi Order System
- AWS S3 services
- AWS data base migration services
- AWS solution architect

Control Room in Cantt:

- Technical Valuable input in Div control room

Conference Room in Cantt:

- IT related system installation in Conference Room

CCTV surveillance system in Cantt:

- CCTV cam instl and management in Cantt

OFC laying and maint in Cantt

- Splicing of OFC
- Using of OTDR
- Use of Media convertors and switches

Army Comm projects

- Provn Army comm eqpt
- Maint of eqpt
- Maint backup of IT eqpt
- Data distribution/control and security

Basic Programing:

- Scientific Calculator
- Wifi password and hash cracking
- Computer passwords cracking
- Blocking of undesired websites
- Use of policy editor

SKILLS / TOOLS / IDEs

Programming Languages:

C, C++, Python, PHP, HTML, CSS, SQL

Tools/IDEs:

ZenHub, jira, Microsoft Visual Studio, Code Blocks, DevC++, eclipse java, MatLab, Notepad++, Android studio, MS Office Tools, Photoshop, Kali Linux, Wire Shark

Web Development:

Dreamweaver, Word Press, Notepad++,Xamp, Wamp

Database:

MS SQL, Mysql, sqlectron

Networking:

CISCO Packet Tracers

INTERESTS & HOBBIES

- Badminton
- Coin Collection