

Qayamuddin Khan

IT Administrator

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PROFESSIONAL SUMMARY

Detail-oriented IT Administrator with 4+ years of hands-on experience managing IT infrastructure, system administration, user support, and network security. Skilled in maintaining server environments, troubleshooting hardware/software issues, managing cloud tools, and ensuring secure, scalable systems. Proven ability to support cross-functional teams, streamline IT operations, and maintain system uptime. Open to IT roles in Riyadh and the MENA region.

SKILLS

System & Network Administration: Windows Server, Active Directory, Group Policy, DNS, DHCP, LAN/WAN Configuration, VPN

Tools & Technologies: Office 365 Admin, Google Workspace Admin, VMware, Hyper-V, TeamViewer, AnyDesk, Acronis, Veeam, Cisco, FortiGate, FileZilla, Bitdefender

Cloud Platforms: AWS, Microsoft Azure, Google Workspace

IT Operations: User Access Control, Patch Management, Backup & Recovery, IT Asset Management, Endpoint Security

Soft Skills: Problem Solving, Documentation, Communication, Team Collaboration, Time Management

Languages: English (Fluent), Hindi (Native)

WORK EXPERIENCE

IT Administrator, Jays Cakes (Abu Dhabi)

September 2024 - January 2025

- Maintained and supported Windows Server and Office 365 environment for internal operations.
- Handled user account setup, permissions, and security configurations via Active Directory and Google Admin Console.
- Provided desktop and remote IT support to local and remote employees using TeamViewer and AnyDesk.
- Ensured data backups using Acronis and monitored system health and patch compliance.

IT Support & System Coordinator, TekisHub (India)

February 2023 - May 2024

- Managed cloud services including Microsoft 365, G Suite, and internal collaboration tools.
- Oversaw employee onboarding/offboarding from an IT perspective, including account creation and asset provisioning.
- Assisted in managing LAN/WAN setups and VPN configurations to support a hybrid team.
- Monitored endpoint security and coordinated regular data backups.

IT Support Specialist, Daxta (India)

June 2020 - December 2022

- Provided first and second-level IT support to internal teams and resolved software/hardware issues.
- Maintained system documentation, tracked asset inventory, and supported company-wide IT operations.
- Participated in server maintenance, virtualization (VMware), and firewall configuration (FortiGate).
- Delivered employee training on safe computing practices and productivity tools.

EDUCATION

Bachelor of Computer Application – Pune University (2019 - 2021)