Mirza Arslan Baig

Address: Plot no:9, Ahebab Colony, Near Fatima maternity Clinic,
Kat-kat gate road, Ravindra nagar. Aurangabad, Maharashtra, 431001
Mobile no**: +91 9579100156, 7219002493**
E-mail: mirza_baig1994@outlook.com **baiga19923@gmail.com**

Objective:

To obtain a career in a distinctive organization that will provide me with the opportunity to implement my creative skills and knowledge as well as further my profession growth.

Educational Qualifications:

Graduation:

CCNA Certificate Certified: **(February 2024 – September 2024)**
Technical World Training Institute (India)

Bachelor of Engineering (B.E):   **(September 2015 – June 2018)**
Computer Systems Engineering
University of Huddersfield (United Kingdom)

Foundation Year: **(September 2014 – September 2015)**
University of Huddersfield (United Kingdom)

A – Levels: GCSE EDEXCEL Board: **(March 2011 - February 2013)**
Multi-National School Riyadh (MNS-R)
Riyadh, Kingdom of Saudi Arabia (KSA)

O – Level: IGSE Board: **(March 2010 – February 2011)**
Darussalam International Delhi Public School (DPS)
Riyadh, Kingdom of Saudi Arabia (KSA)

Work Experiences:

Operational/IT Associate: **(November 2021 - November 2023)**
Expressmed laboratories - Bahrain

Worked and Perform duties on a Full-time basis, as an operational & IT assistant, taking care of Logistic, arranging shipment duties. Setting up and arranging IT equipment's for office use. Responding to customer emails relating to renal & surgical samples. Help in registering patient details in HR/Account department.

Core Duties and Tasks at ExpressMed Lab:

- Installing the operating system on laptops/pcs in Lab rooms
- Set up and maintain pc/printer and peripherals devices
- Know about how to check & troubleshoot network connectivity on Pc
- Done work-around using Ms office to create lab documents and letters for office use
- Updating and installing new Anti-virus softwares like McAfee, Norton, Avg etc;
- Checking relevant email updates & look after client services regarding patient's samples

Technical Skills:

- Computer assembling and maintenance
- Troubleshooting hardware and software problems
- Installing and configuration peripheral components and drivers
- Installing software and application to standard user
- Operating System installation Windows 7/8/8.1/, Windows 10 and Windows 11
- Network cabling deployment
- Troubleshooting network connectivity issues in a LAN environment
- Knowledge of OSI Model, DNS, TCP/IP and other networking concepts
- IPv4 and IPv6 deployment
- Installing Windows Server 2019/2022 and configuration
- Configurating routing protocols (RIP, OSPF & EIGRP)
- Setting up VLANs, VTP, IP Addressing, Subnetting & Switching
- Antivirus installation to all desktops and laptops

Certifications:

- **Cisco (CCNA) 300-201(India)** **(October 2024)**
- **B:E Graduate Degree Certificate (UK)** **(September 2015 – February 2018)**
- **Multinational Graduate Certificate -Year 12th (KSA) (March 2011 - February 2013)**

Area of Interest:

- Learning more things related to Computers.
- Interesting in leaning about IT networking concepts
- Yearn of Developing further in IT related skills

Hobbies:

- Surfing the Net to update myself with the current technologies.
- Listening to Music.
- Learning more relating to computing.
- Exercise and Gym
- Interested in learning things related to share market.
- Maintaining Health UpToDate.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.