



# Kamaluddin Khilji

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## Summary of Professional Strength

- Effective communication.
- Ambitious and hard working with a commitment to excellence
- Friendly with a positive attitude.
- Adapt well to changes and pressures in the work place.
- Effectively able to work with diverse group of people.
- Strong academic background in computer science.
- Strong professional background in computer networks and computer Teaching.

## Advanced Skills and Knowledge Area

- Technical support / customer care
- Troubleshooting / problem solving
- Active directory management
- Various applications / systems
- Research and investigations
- Network Design
- Network administration
- Windows 95 / 98 / NT / 2000 / XP / Vista / 7even
- Critical PC rollouts
- Real time systems
- Action planning
- Network Installation / Communication
- WANS / LANs
- Hardware installations
- Software installation
- System Security
- Disaster recovery
- Network Trouble Shooting / Support

## Education Career

- **Master in Computer Science (MCS)** 2007 - 2009  
University of Baluchistan, Quetta  
GPA: 3.44      Mark%: 78.75%      Grade: B
- **Master in International Relation (IR)** 2010  
University of Baluchistan, Quetta  
Marks: 522 / 1050      Division: 2<sup>nd</sup>
- **Bachelor in Commerce (B.Com)** 2004 - 2006  
Govt. Degree College, Quetta
- **Intermediate in Computer Science (ICS)** 2002 - 2003  
Pearl Institute of Management & Information Technology, Quetta
- **Secondary School Education (Matriculation)** 1999  
Islamia High School Quetta, Quetta

## International Certifications

➤ **Cisco Certified Network Associate (CCNA 640-802)**

Exam Date: April 2, 2010      Valid Through: April 2, 2013

Cisco ID No: CSCO11754995

Certificate Verification No: 402724168456BSVM

<http://www.cisco.com/go/verifycertificate>

➤ **International Computer Driving License (ICDL)**

- SY4 Module 1 (IT)
- SY4 Module 2 (Ms Windows Xp Sp2)
- SY4 Module 3 (Ms Word 2002 Xp)
- SY4 Module 4 (Ms Excel 2002 Xp)
- SY4 Module 5 (Ms Access 2002 Xp)
- SY4 Module 6 (Ms Power Point 2002 Xp)
- SY4 Module 7 (Ms IE 6 Outlook 2002 Xp)

Exam Date: November 23, 2007

Serial Number: PKIF00000138

## Professional IT Trainings

➤ **Digital Library Services (Best Practices Workshop)      March 17, 2009**  
**Certificate of Participation**

Higher Education Commission, Pakistan

➤ **Certificate in Linux End User      September 04, 2006 - October 04, 2006**  
**Pakistan Computer Bureau**

Ministry of Information Technology, Pakistan

➤ **Certificate in Visual Basic      December 29, 2004 - February 28, 2005**  
**Trade Testing Board, Baluchistan**

➤ **Certificate in Java      August 17, 2004 - November 17, 2004**  
**Trade Testing Board, Baluchistan**

➤ **Certificate in Web Designing      November 10, 2003 - February 10, 2004**  
**Trade Testing Board, Baluchistan**

➤ **Certificate in Computer Hardware      May, 2005**  
**Chiltan Resource Center, Quetta**

- Installation
- Architecture Concept
- Assembling
- Trouble Shooting

## Professional Workshops

- Completion of Active Citizens Workshop  
British Council (Stage 01)

January 29, 2010

## Professional Experience

- Working as a Network Associate / LAN Administrator in Directorate of IT, University of Baluchistan, Quetta from November 2005 till date.

### Responsibilities

- Installs local area networks including network servers, hubs, routers, workstations, printers, and other peripheral devices.
  - Operate and maintain local area networks, track significant problems, monitor performance, and perform upgrades to hardware and software as required.
  - Install or modify existing installations of networked computer hardware, software, and other components.
  - Participates in long and short range technology planning.
  - Trains junior technical staff at the building level to follow proper operating procedures necessary to maintain the integrity of the network.
  - Maintains documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.
  - Assists in developing and providing training to building level faculty and staff in the proper operation of the local area network.
  - Software Installation, Trouble Shooting of Hardware & LAN Problems.
- Worked as ICDL Test Center Manager & IT Trainer in University of Baluchistan, Quetta from October 2006 to December 2007.

### Responsibilities

- Instruct the ICDL related courses to Participants.
  - Conduct the ICDL Exam for Participants.
  - Invigilate the Test Center.
  - Coordinate and provide Daily progress to Higher Authorities.
- Worked as a Resource Person in Pearl Institute of Management & Information Technology IT Department, from July 13, 2005 to February 28, 2007.

### Responsibilities

- Instruct the Microsoft office Xp / 2003 to students.
- Instruct the Network related Courses to Student.

## Personal Information

Date of Birth: 08 February, 1984  
Language: Pashto  
Nationality: Pakistani

(References available on request)