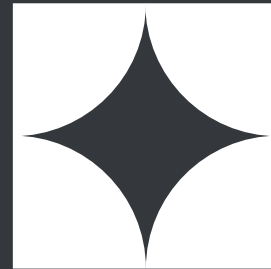


# N M NALEER KHAN



## PROFESSIONAL SUMMARY

Adept at network troubleshooting and fostering teamwork, I enhanced system stability and reduced downtime at Active Tech Networks. My experience spans from hardware installations to securing sensitive data, achieving significant cost savings and efficiency improvements. My collaborative spirit and technical acumen drive impactful IT solutions.

Successful at completing new installations, updates and configuration of network components. Experienced in setting up devices, troubleshooting issues and optimizing settings. Knowledgeable about maintaining current software and hardware to meet user needs.

## ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.

## WORK HISTORY

### Junior Network Technician(Intern), 02/2024 - Current Active Tech Networks (ATN Campus), Colombo, Sri Lanka

- Coordinated with vendors to procure necessary equipment at the best possible prices, contributing to overall cost savings.
- Facilitated interdepartmental communication regarding IT-related matters for a more cohesive workplace environment.
- Assisted senior technicians with complex projects, gaining valuable hands-on experience in various aspects of networking.
- Provided technical support to end-users, addressing their concerns promptly and professionally.
- Performed hardware installations and software updates for a streamlined network environment.
- Conducted regular network maintenance tasks, ensuring optimal functionality and reduced downtime.
- Collaborated with IT team to plan and execute network upgrades, resulting in improved system stability.
- Performed network security design and integration duties.
- Monitored network hardware operations to evaluate proper configuration.
- Provided faculty and staff with security software and network configuration support.
- Designed and evaluated WAN and LAN connectivity technologies.



Horowpothana , Sri Lanka  
50350



94 772242304



naleerkhan98@gmail.com



linkedin.com/in/naleerkhan



[Bold Profile](#)

## LINKS

- <https://www.facebook.com/naleer.khan.56?mibextid=ZbWKwL>

## SKILLS

- Switch Configuration  
██
- IP Addressing  
██
- Network Troubleshooting  
██
- Remote Support  
██
- Operating System Knowledge  
██
- Network configuration  
██
- Hardware Installation  
██
- Network protocols  
██
- Backup and recovery  
██
- Network Security  
██
- Time Management  
██
- Teamwork and Collaboration  
██

- Utilized source code control for tracking configurations and changes.

### **Data Entry Technician, 03/2022 - 10/2023**

**Choice Park, Matale, Sri Lanka**

- Streamlined data organization for efficient retrieval through consistent and accurate categorization of records.
- Expedited cross-departmental communication by collaborating on shared databases and ensuring seamless data integration.
- Demonstrated flexibility in adapting to changing priorities, handling multiple assignments while maintaining high-quality standards.
- Reduced manual workload for team members by effectively utilizing automated tools for data extraction, validation, and formatting.
- Collaborated with IT support teams in troubleshooting technical issues affecting system performance or accessibility.
- Conducted regular audits of database entries to identify inconsistencies or discrepancies, rectifying issues promptly upon discovery.
- Aided the development of comprehensive customer profiles through diligent collection, verification, and entry of personal information into CRM systems.
- Achieved high levels of accuracy and efficiency by staying abreast of industry trends, best practices, and emerging technologies related to data management.
- Safeguarded sensitive information by diligently following company policies regarding data confidentiality and security measures.

## **EDUCATION**

---

**Bachelor of Information Technology, Information Technology, Expected in 12/2024**

**Morratuwa University - Morratuwa, Sri Lanka**

**Certificate, Computer Networking, 01/2023**

**Active Tech Network Campus (ATN) - Colombo, Sri Lanka**

- Completed Coursework: Ms package, 2022

**Advance Level, Technology Education, 12/2020**

**Vavuniya Muslim Maha Vidyalam - Vavuniya, Sri Lanka**

## **CERTIFICATIONS**

---

- CCNA - Cisco Certified Network Associate
- MCSE - Microsoft Certified Systems Engineer

## **ADDITIONAL INFORMATION**

---

Results-driven Network Administrator with 1 year of experience in designing, implementing, and maintaining robust network systems. Proficient in managing network infrastructure, ensuring optimal performance, and providing technical support to ensure

seamless IT operations. Adapting at troubleshooting complex network issues, enhancing network security, and optimizing system performance. Strong analytical skills and a commitment to staying updated with the latest industry trends and technologies.

## LANGUAGES

---

**Tamil:** Native language

English:  B2 Upper intermediate

Tamil:  C2 Proficient

sinhala:  C1 Advanced