

Abdul Qadeer Naimi

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Professional Summary

Experienced Senior Information Technology Specialist with over 10 years of progressive expertise in IT systems administration, cybersecurity, and technical support for complex organizational environments. Proven success in server and network management, digital transformation, and IT leadership. Adept at streamlining operations, improving reliability, and mentoring teams to leverage new technologies effectively. Certificate in CCNA and CompTIA Network+ with a strong commitment to delivering secure, efficient, and scalable IT solutions.

Core Competencies

- Network Infrastructure Design & Maintenance
- Windows Server Administration (2003–2019)
- Cybersecurity & Firewall Configuration (Mikrotik, Kerio, Kaspersky)
- IT Systems Troubleshooting & Hardware Maintenance
- Data Backup, Disaster Recovery & Risk Mitigation
- Staff Training & Technical Support
- IT Budgeting, Procurement & Vendor Management
- Office 365, Exchange Server & Outlook Management
- Policy Development & Compliance
- Project Planning, Coordination & Documentation

Professional Experience

- Senior Information Technology Specialist
Norwegian Afghanistan Committee (NAC) – Badakhshan, Afghanistan
August 2011 – 2022

Led comprehensive IT operations for the NAC Northern Regional Office, supporting 80+ staff and multiple remote project sites. Responsible for network reliability, data security, systems integration, and IT training to enhance digital capacity within the organization.

Systems Administration & Server Management

- Managed and maintained Microsoft Windows Server environments (2003, 2008, 2012, and 2019).
- Oversaw Active Directory configurations, user permissions, and group policies to ensure data protection and compliance.
- Implemented structured server backups, ensuring business continuity.
- Installed and maintained Kerio Control Firewall and Mikrotik routers to optimize network traffic and enforce access controls.

Network Infrastructure & Security

- Designed and maintained LAN/WAN infrastructure for the main office and branch locations.
- Configured secure VPN connections between regional offices to ensure reliable remote communication.
- Installed Kaspersky Endpoint Security and managed updates via Kaspersky Administration Server.

User Support & Training

- Delivered regular IT training for staff on computer literacy, cybersecurity awareness, and software use.
- Provided technical support for hardware, software, and connectivity issues.
- Maintained helpdesk ticketing logs and tracked response times for internal performance reporting.

IT Policy & Compliance Management

- Drafted IT policies aligned with NAC's global data protection and confidentiality standards.
- Implemented multi-layered password protection and two-factor authentication for high-risk accounts.

Hardware & Software Management

- Oversaw installation, repair, and preventive maintenance of over 100 computers, printers, and networking devices.
- Developed asset tracking systems and maintained detailed IT inventory documentation.

Budgeting & Project Leadership

- Developed annual IT budget and monitored expenditures within approved limits.
- Implemented IT improvement projects, including bandwidth upgrades and new cybersecurity tools.

Key Achievements

- Upgraded IT infrastructure with Windows Server 2019 and enhanced domain management capabilities.
- Introduced centralized data backup, ensuring 100% recovery capability in emergencies.
- Deployed firewalls, reducing malware incidents by 70%.
- Streamlined procurement, cutting annual IT operating costs by 15%.

Education

- Master's Degree – Communication and Information Technology, Tajik Technical University, 2020
- Bachelor's Degree – Faculty of Science, Balkh University, 2007
- CCNA (Cisco Certified Network Associate) – 2020
- CompTIA Network+ – 2011
- IT Diploma – Ghafari IT Institute, 2008
- Computer & English Language Diploma – Azrakhsh Academy, 2010

Technical Skills

- Operating Systems: Windows 10, Windows Server (2003–2019)
- Networking: Cisco, Mikrotik, Kerio Control, VPN, VLAN configuration
- Security: Kaspersky Endpoint, Firewall setup, Data Encryption
- Software: Microsoft 365, MS Office Suite, Outlook, Photoshop, ArcGIS
- Languages: Dari (Fluent), Pashto (Fluent), English (Fluent)