

Contact

Riyadh, Saudi Arabia
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Top Skills

GIS
DHCP
Troubleshooting

Languages

English (Full Professional)
Arabic (Professional Working)
Urdu (Native or Bilingual)

Certifications

MCSA: Windows Server 2012
MCPS: Microsoft Certified Professional
QGIS GIS Course Completion
Exam 70-411: Administering Windows Server 2012
DAT101x: Microsoft Professional Program : Data Science Orientation

Publications

Atlas of Potential areas for cage Aquaculture Red Sea

Muhammad Basil

Strategic Analyst with expertise in Data analysis

Summary

Information technology professional with a background in project management, business and systems analysis, installation and configuration. With a proven track record of leading analysis and requirement -gathering efforts for development projects. Additional background includes conducting joint and rapid application development sessions and supervisory experience in functionality, usability, reliability, performance and regression testing.

Experience

National Fisheries Development Program

Business Development Manager

January 2018 - Present

Al-Riyadh Governorate, Saudi Arabia

Saudi Aquaculture Society

Information Technology Administrator

August 2016 - August 2018 (2 years 1 month)

Al-Riyadh Governorate, Saudi Arabia

- Performed system analysis, determined the business goals and needs of the organization
- Translated the analysis into specifications, diagrams and flowcharts for programmers to follow.
- Implemented backup systems to ensure data redundancy.
- Part of the team that created work plan for the data collection of the national level biosecurity program.
- Led the development team that translated the data into a usable portal.
- Oversaw implementation, testing and initiation of the portal.
- Incorporated my existing knowledge of GIS to expand the data and make it more user friendly.
- Oversaw implementation, testing and initiation of the portal.
- Monitored day to day IT requirements of the staff and directed actions to satisfy all needs.
- Accurately calculated and processed expenses during and after events.

- Ensured network, system and data availability and integrity through preventative maintenance and upgrades.
- Implemented company policies, technical procedures and standards for preserving the integrity and security of data, reports and access.
- Managed creative projects from concept to completion while managing outside vendors.
- Consistently met deadlines and requirements for all production work orders.
- Developed work-flow charts and diagrams to ensure production team compliance with client deadlines.
- Independently designed and executed company catalog for infrastructure support and development.
- Recommended network security standards to management.
- Managed firewall, network monitoring and server monitoring both on- and off-site.
- Organized workshops and events for the organization all over the country
- Planned large-scale events such as conferences, workshops and meetings.
- Coordinated schedules and timelines for all events.

National Fisheries Development Program

Data Manager

August 2017 - December 2017 (5 months)

Al-Riyadh Governorate, Saudi Arabia

- Develop and implement a centralized Data management system for the fisheries sector in the Ministry of Environment, Water and Agriculture
- Gather requirements from all the different departments of the fisheries sector design a work plan to incorporate them into a single database
- Work with fish production sector and create a comprehensive statistics system for both capture fisheries and Aquaculture fish.
- Design data structure for the statistics system
- Follow international standards for the development of the data and statistics system.
- Create policies for effective data management
- Formulate management techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Implement efficient and secure procedures for data management and analysis with attention to all technical aspects
- Establish rules and procedures for data sharing with upper management, external stakeholders etc.
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them

- Work with various vision programs to provide statistically proven data for recording progress

FAO

Information Technology & Geographic Information Systems Specialist
October 2013 - July 2016 (2 years 10 months)

Jeddah Governorate, Saudi Arabia

1) Project IT support management

- Assist Project management in selecting of the most appropriate equipment and software to upgrade the Center, conducting tenders on equipment or software, related to IT, including providing consultations, preparing TORs and other documents, working on identification of potential suppliers
- With the support of the Project staff, design and support Project's website, including maintenance and regularly update
- Design, set up and maintenance of the Center network
- Maintain and expand an extensive wireless network within the Center units.
- Maintain computer equipment and network in Project's offices,
- Install and maintain file/database and mail Servers, LAN/WAN infrastructure
- Ensure network security
- Set up and maintain information databases
- Setting up and maintaining the GIS database
- Managing access to information resources in computers.
- Other IT work as necessary.

2) Geographic Information System

- In collaboration with the GIS expert, start a data collection on Red Sea coast and digitize the collected data for GIS analysis
- Collaborate with the GIS expert on the use of GIS methodology applied to evaluate the suitability of small and medium areas for aquaculture development and license application.
- Support the Center activity with selected GIS study applied to small and medium areas aquaculture development.
- Authored "Atlas of Potential Areas for Cage Aquaculture Red Sea - Kingdom of Saudi Arabia"

Abdula Fouad Holding

Information Technology Field Engineer

April 2012 - April 2013 (1 year 1 month)

Jeddah, Khomra, Saudi Arabia.

Worked as IT support Field Engineer for Abdula Foud Holding Co. at client Al-Rajhi Steel as well as other clients such as Saudi Aramco.

- Installed software, modified and repaired hardware and resolved technical issues.
- Provided base level IT support to non-technical personnel within the business.
- Managed call flow and responded to technical support needs of customers.
- Resolved customer issues in a clear, courteous and straightforward manner.
- Demonstrated professionalism and courtesy with customers at all times.
- Identified and solved technical issues with a variety of diagnostic tools.
- Remained up-to-date on the latest technologies and solutions applicable to company products.
- Researched, troubleshoot and resolved complex problems independently.
- Maintained and updated customer service database.
- Set up PC and Apple desktops and laptops and all types of mobile devices.
- Supported over 150 PC's and laptops.
- Repairing any hardware related problems that are present in either Laptop or computer.
- Creating an open field of contact for Al-Rajhi and A.F.H to communicate and co-ordinate.
- Managing the demands of the employer as well in the site.
- Working independently with self-motivation, and time management.
- Creating monthly reports of computer and laptops that were supported.

Projects:

- Worked in Aramco, in their 2012 "Shamoon" malware attack. Helped in finding a solution to the problem and implemented it in two sites in Jeddah, Madina road Branch and Jeddah Oil Refinery.
- Fixed over 200 computers and created over 150 hard disks with new 'Images'.
- In Al-Rajhi Steel, Fixed 80 computers single-handedly in 2 days.
- Implemented over 100 computers with continued support and troubleshooting.

Spectrum Int'l

Executive Secretary

July 2011 - December 2011 (6 months)

Jeddah, Saudi Arabia

- Managed the CEO's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
- Frequently used word processing, spreadsheet, database and presentation software.
- Developed and maintained an internal client filing system.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and upkeep.
- Helped distribute employee notices and mail around the office.
- I also provided IT support to anyone who required it, and I also made the Office network.

Al-Moudi Computers

Network Technician

July 2010 - June 2011 (1 year)

Jeddah, Saudi Arabia

I was the Network Technician, working on my own. Taking jobs such creating small LAN networks, Servers and workgroups. This work has taught me greatly how to be organized and detailed when dealing with computer Networks.

I have had great experience in dealing with troubleshooting problems in Networks and desktops. I learned the management of DNS, DHCP, DFS and AD etc.

Dubai Telecom

Front Dest Clerk

February 2010 - June 2010 (5 months)

Jeddah, Saudi Arabia

My responsibilities included handling the customers, understanding their needs and providing them with the right information about their desired items which included items relating to Mobiles, computers, laptops, and repairing customer's PC Desktops and laptops. I learned how to keep a customer's interest in our services.

Education

Virtual University of Pakistan

Bachelors, Computer Science · (2010 - 2015)

Pakistan International School, Jeddah.
Intermediate Degree, Computer Science · (2008 - 2010)