

Hassan

IT ADMINISTRATOR - IT SUPPORT - IT ASSISTANT - DESKTOP SUPPORT

A highly competent and organized system administrator with experience of IT Network installation administration and compatibility. Possessing a proven ability to assist with the day-to-day running of IT department and its business IT system computer applications. Extensive knowledge of monitoring and controlling data security with guidelines to ensure compliance and report a possible improvement. Well-mannered, articulate and able to act as a point of contact for colleague and external client. Looking to make a continued contribution for an organization administration position that offers opportunity for a career progression.

AREAS OF EXPERTISE

- Window Server • Active Directory • Office 365 • IT Helpdesk
- Assets Management • Wireless Network • Cisco Meraki • Firewall
- Time Management • Salesforce • Hikvision CCTV

EXPERIENCE

MOUAWAD – Saudi Arabia Working as IT Administrator

May 2011- Present

Acting as technical lead to identify and implement solutions to problems affecting IT services. Providing 1st/2nd Line and some 3rd Line support over the telephone, remotely and face to face to clients & internal staff members

Responsible for installation and configuration hardware, software and network requirement

- Setup user account and security rule as per the SOP
- Monitor performance and maintain system according to requirement
- Ensure security through access control, backup and firewall
- Upgrade system with new releases and models
- Develop expertise to train staff on new technology

BTAT – Saudi Arabia IT Technician

Feb 2010 to May 2011

Interconnection & Configuration of Cisco Switches and Routers to support LAN and WAN Services. Planning, Installation and Maintenance of Local Area Networks including physical layout of all types of cables like UTP, coaxial cables, and fast Ethernet Switches, Hubs and Routers.

AplusEolution – Lahore Pakistan IT Assistant

2009 to 2010

Join AplusEolution as Assistant Network Technician and my responsibility to manage LAN and Wireless Network configuration and administration.



CONTACTS



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Jeddah, Saudi Arabia

Visa Status: Transferable

SKILLS

Window Server ★★★★★

Active Directory ★★★★★

Office 365 ★★★★★

IT Helpdesk ★★★★★

LAN & Wireless Network ★★★★★

LANGUAGES

English ██████████

Urdu ██████████

Arabic ██████████

EDUCATIONAL QUALIFICATIONS

- D.COM I Diploma in Commerce (Govt. College of commerce) Gujranwala Pakistan. 2007
- Matriculation I High School (K.T Model Higher Secondary School) Gujranwala Pakistan 2003
- CCNP I Training Certificate (NETS) Lahore Pakistan 2010
- MCSE I Training Certificate (NETS) Lahore Pakistan 2010
- CCNA I Training Certificate (CORVIT) Lahore Pakistan 2008
- GRAPHICS DESIGNING I (Soft Solution) Gujranwala Pakistan 2007
- FINGERTEC I TCMS V2, Time & Attendance Cloud, Ingress Training 2015
- Effective Communication & Time Management I Formatech Dubai 2018

PERSONAL DETAILS

Nationality	: Pakistan
Passport No. Date	: AM5021433
Iqama Status	: 2284056666 I Transferable
Language	: English, Urdu, and Arabic
Marital Status	: Married

DECLARATION

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

REFERENCES

James Chacko I Cyber Security Consultant
AESI Acumen Eng. Solution Int.
Former Ass. Information system manager I Grand Hayat Dubai
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