

MOHAMMAD SAMEER'S COVER LETTER

SENIOR IT PROJECT MANAGEMENT PROFESSIONAL – IT Infrastructure, Vendor Management, and Cost Planning

Date

Recipient's name – Recipient's title

Company Name

Dear (Recipient's name):

Sub: Candidacy for the position of _____

Please find enclosed a copy of my résumé to be considered for the position of _____. I would like to draw your attention to my professional experience in managing large-scale IT Infrastructure projects and proven track record of multiple successes in critical executions.

In my present professional engagement, I am associated with National Bank of Kuwait as a Senior IT & Infrastructure Manager. Within the role, I lead planning, design, implementation, monitoring, troubleshooting, support, and administration of company Infrastructure. My work entails managing a portfolio of IT Infrastructure projects and execution within budget and agreed timelines. It is my responsibility to implement scalable and supportable solutions in compliance with standards and industry best demonstrated practices.

During my tenure at DHL and COLT as a Senior Network Engineer, I have generated several measurable outcomes including:

- ☐ Successfully established a new IT Data Center new IT Data Centre including Switches, Routers, Servers, UPS and FM200 Installation
- ☐ Led the installation process of control room for Video Surveillance at Bank Premises as per CBB requirement
- ☐ Delivered cost-effective services and led the design, configuration & implementation of changes for new and existing infrastructures
- ☐ Enhanced the entire ticketing process with efficient monitoring, problem and incident management

On the academic front, I am equipped with a Diploma in Web Technologies from Microkon (Bombay), Bachelor of Commerce in Accounting from Mumbai University, and a Diploma in Computer Programming from NIIT (Bombay).

My utmost priority is to build profitable and healthy vendor relationships by deploying solutions across wide enterprises. Given the opportunity, I'm confident in my ability to achieve similar outcomes & solutions for your business by designing infrastructure solutions for high level engagements with my expertise in administering high valued network projects.

If you think that I could be a strong addition to your team, you may reach me at **+973 36311594 / +973 36589396** or mohd_samir@yahoo.com to set up a meeting.

Thank you for your time, and I look forward to hearing from you.

Yours Sincerely
Mohammad Sameer

Enclosed: Resume