

# Mohammad Sharib

## IT ADMINISTRATOR



### Class

Multi-skilled professional who has a creative mindset, talkative personality and a hands-on approach to problem solving. Having extensive experience of identifying the needs of corporate customers and of running and delivering system and networking Campaigns for key clients.

## Experience

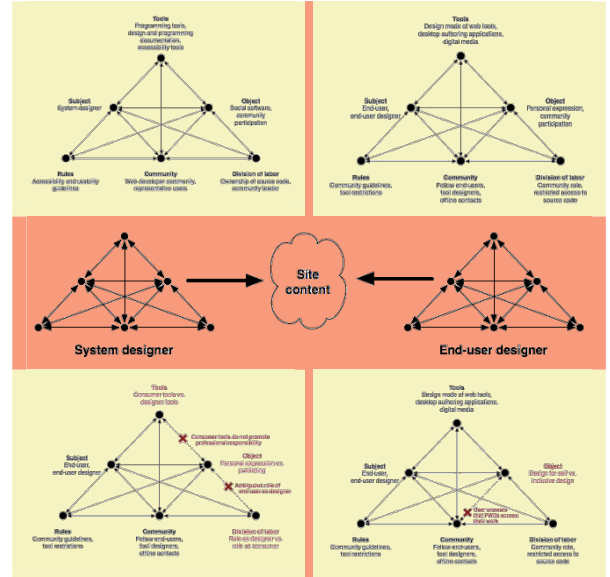
**DOWNTOWN  
GROUP  
(BAHRAIN)**

**JUNE 2019 TO  
PRESENT**

### IT Administrators

- My main responsibilities Head office and as outsourced Project Site Office network administrator was the following:
- Responsible to support 100+ users reside indifferent areas, either remotely or onsite including configuring and installing new hardware and software licensing requests, following up to resolve and close users' tickets such operating systems faults, hardware malfunctions, connectivity, online ERP applications & email problems.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings directories, storage, etc. in accordance with standards project/operational requirements.
- Design & implement systems, network configurations & network architecture, including hardware and software technology, site locations & integration of technologies.
- Setup, configure and maintain complex network devices (Switches and Routers), design the Multi server environments including IP address schemes, DNS, DHCP, FTP, etc. Manage user and groups accounts, accounts privileges, and setting and monitoring system security.

## Portfolio



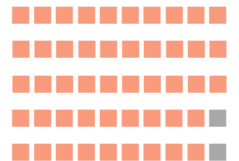
## Professional Skills

Technical Support  
Troubleshooting  
Switches & Routers  
Operating System  
Network operation  
VoIP  
Graphics Design



## Personality

Honest  
Dedicated  
Hard- worker  
Fast-Learner  
Analytical



## Language

English  
Arabic  
Urdu  
Hindi



## Experience

### DOWNTOWN GROUP (BAHRAIN)

JUNE 2019 TO  
PRESENT

- Surveying- Sites and supervise for a new project's installations on customer premises.
- Assisting-Technical Manager in planning and implementing new projects, maintenance and upgrades. Taking care of all types of customer's issues such as: (Internet, network, servers, PCs, telephony, emails, and printers), support and following them up until their issues completely are solved.
- Perform daily system monitoring, verifying the integrity and availability of all computers systems including laptops, desktops, firewalls, server resources, and infrastructure, and key processes, reviewing system and application logs and verifying completion of scheduled jobs such as backups.
- Documents system and network issues and resolution for future reference.
- Configuring the outlook and troubleshoot.
- Creating PST file and recover the Corrupted PST's.
- installing VPN and troubleshooting.
- Backup and restore the user data.
- Reset user password and unlock user credentials.
- Setup biometric Devices like fingerprint Attendance.
- Working Knowledge of PBX & CCTV Systems.
- Installing IP Telephony Systems and assigning extension to the users.
- Social Media Posting on Facebook, Instagram, twitter, LinkedIn.
- Graphics Designing work Such as poster, banner, Company profile & Corporate video, Project wise Video.

## Certification

CCNA (R&S)

**Cisco Certificate  
Network Associate  
Routing & Switching**  
(ID: CSC0125456)  
[CCNA CERTIFIED]

CCNP (R&S)

**Cisco Certified Network  
Professional.**  
(TRAINED)

CCNA (VOICE)

**Cisco Certified Network  
Associate Voice.**  
(TRAINED)

COMMSCOPE

**Residential/MDU Cabling  
Solutions, Patch Cord  
Management, Fiber Guide  
System Overview and Key  
Installation  
Considerations**  
[BG686255US209LS6]  
[BG686256US209LS5]  
[BG686441US201LS5]  
[COMMSCOPE CERTIFIED]

MCSE

**Microsoft Certified  
Solutions Expert.**  
(ID: E515-7439)  
[MCSE CERTIFIED]

## Experience

**AL-SAMAH  
INTEGRATED  
LLC. (DAMMAM  
K.S.A)**

**Nov 2015 To  
May 2019**

### IT Administrators

#### Head Office Responsibility

- Configuration and administration of windows 2008 & 2012 Server.
- Creation of User's and groups also applies policies.
- Creation of files and folders and applies different permissions accordingly.
- Installation, Configuration & manage Active Directory, DNS & DHCP.
- Logged the call to DELL on hardware issues for OEM Support.
- Installation, Configuration & manage the Network Shared Folder of SYNOLOGY Database Server, Time to time data backup to the SYNOLOGY server.
- Create and manage the Map drives and share folders.
- Monitoring of LAN, TCP/IP and other network technologies.
- Maintained daily important data & files and manage our Users.
- Insuring protection and security of all Information within the Company network by providing all protection and protecting the network against any attacks.
- Manage & update the McAfee antivirus in Server and client systems.
- Manage the Firewall FortiGate-100D series. It combines firewall, IP Sec and SSL VPN, application control, intrusion prevention, anti-malware, Antispam, P2P security, and web filtering into a single device. Maintain the network bandwidth via Fortinet application.
- Monitoring and management of network assets (CISCO ASA firewalls, 29xx switches, 2921, 8xx routers.
- Installation, configuration and maintaining extension number of Cisco IP telephony 6921, 7281 & 7960.
- Installation, configuration, Monitoring, and manage the IP & ANALOG CCTV cameras & DVR, NVR.
- Maintaining various kinds of licenses pertaining to the clients.

## Project Handling

### Project Details:

(Comprehensive Rehabilitation in Tabuk) Under Ministry of Labor, Saudi Arabia Project Cost: 3 Million SAR

### Work Underline:

LOW CURRENT WORK

Maintenance of Public Alarm System & CCTV, New Installation of Computer Data Network Solution & Cisco IP Voice Solution.

### Responsibilities included:

Preparing IT Technical Submittals and Submitting them to the Consultants / Clients.

Following up, on an extensive basis, with the Clients / Consultants; for obtaining their approvals upon the Technical Submittals.

Approaching new or prospective International manufacturers.

Maintenance & Testing of Public Alarm System (Bouyer) Amplifier, Microphone, Mixer & Speakers.

Maintenance & configuration of CCTV camera along with DVR (SANYO).

Design of networks to perform optimally by applying network design skills to address different network types, approaches, objectives, as well as considerations for future expansion with the new technologies.

Preparing IT devices Portfolio such as Passive & Active devices according to Client requirements.

Installation, configuration a wired/wireless computer and networks and its equipment Cisco Switches 2960, Core Switch 3850, HP Server 380, Legrand (UTP & FIBER Patch Panel) RJ45 CAT6 A Data Outlet, Belden Cable CAT6 A UTP & Raceway for Fiber Optic 6 core OM3 Cable Pulling of total 13 Ground & First Floor Building with Centralize management.

## Experience

### IBNC India PVT LTD. 2014– 2015

- Create Modify, Update, Move Printers and their respective properties.
  - Solve printer related issues.
  - Supporting various Software applications, MS Office & Antivirus.
- Handling Helpdesk Mails and placing complaints as per the mail which is sent by the users to solve the problem faced by them.

#### Assistant Network Trainer

- Lab setup more than 100 node Responsible for running & maintaining troubleshooting application & Operating System related problems.
- Execute the problem in packet tracer
- Periodically conducting corporate training for back office staff those were selected
- Accountable for providing real time support to client computes.

#### System & Network Administrator

- Primarily responsible for maintaining all branches network
- Responsible for running & maintaining more than 150 node network troubleshooting application & Operating System related problems.
- Desktop support and server support to all franchise office.
- Server Installation and Maintenance (windows 2003,2008,2012 server)
- Implementation and Integration of: Local Area Networks.
- Troubleshooting and Maintenance of: Local Area Networks.
- Active Directory Management 2008,2012
- Managing Windows DHCP server
- Managing windows DNS Server
- Manage domain controller and additional domain controller.
- Maintain Network and Internet Printing
- Managing domain users.
- Troubleshooting & Up gradation of Client's Operating system remotely.

### Hubnet Technologies PVT LTD. 2013–2014

## Education

### Pursuing

**Master of Business Administration**  
*KSOU (India)*

2013

**Bachelor's degree (B.SC-IT)**  
*Ranchi University (India)*

2010

**Board of Intermediate**  
*Jay Narayan Inter college*

## Personal Info

MOHAMMAD SHARIB JASEEM  
D.O.B: 08/02/1993  
Passport No: S7736550  
Passport Expiry: 18-July-2028  
Current Address: Manama (Bahrain)  
Nationality: Indian  
Religion: Islam  
Marital Status: Married  
Driving License: Yes

## Contact Info

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