

Contact

Manama
+97335040854 (Mobile)
sameerzsaba@gmail.com

www.linkedin.com/in/sameersaba
(LinkedIn)
www.facebook.com/sameerzsaba
(Personal)

Languages

English
Hindi (Elementary)

Certifications

Jump Cloud Core Certification
Fortinet firewall certified -NSE1
Completion Certificate for Install
and using Matomo on Windows IIS
server
Microsoft Certified IT Professional
Windows Server 2008 (MCITP)
Completion Certificate for
Introduction to TCP/IP coursera.org

Mohammad Sameer

IT Specialist
Capital Governorate, Bahrain

Summary

Information Technology Specialist with 9+ years of demonstrated career success directing and managing information technology groups, as well as the development of IT strategy plans, IT budgets, IT policies, and procedures. Experienced leader of IT operations, communication systems, and communication networks.

Experience

Kitopi

IT Specialist

June 2022 - Present (11 months)
Capital Governorate, Bahrain

- Maintain a safe and healthy working environment by establishing and enforcing the organization's standards.
- Maintain excellent product knowledge and apply it to deliver full system benefits.
- Understand the legal requirements on IT governance and security fully.
- Manage the flow of daily operations by managing work queues, assigning work across the team members, and delegating project responsibilities.
- Build strong internal working relationships with all Departments.
- Creating IT project budgets and reallocating resources where necessary.
- Providing regular and up-to-date status reports to stakeholders.
- Collaborate with other managers in the IT team to create and execute the company vision.
- Ensuring projects meet deadlines.
- Designing and signing off on contracts.
- Assist in building relationships with vendors, creating cost-efficient contracts responsible for annual budgets, and taking care of vendors & suppliers.
- Developing policies and procedures for practical operations of the IT department.
- Accomplish financial objectives by determining service levels required, participating in the annual budget planning, and ongoing oversight of Capex/

Opex spending for assigned responsibilities.

- Maintaining and Managing the contracts and agreements of the vendors.
(ISPs, AMC, IT Hardware, Networks)
- Maintain professional and technical knowledge by attending educational workshops, keeping current on technology developments in the IT and F&B industries, expanding personal network of professional contacts, and attending industry seminars and conferences.
- Support the roll-out of new IT projects, including Infrastructure, security systems, changes, and new brand integrations in coordination with Global IT.

MANTECH Bahrain

Information Technology Administrator

March 2017 - June 2022 (5 years 4 months)

Bahrain

- Monitoring of LAN and WAN network of the organization via Wire Shark
- Installation & Configuration of Microsoft Windows 2012 R2, 2008 2003 Servers.
- Active Directory DNS & DHCP Installation and Configuration.
- Domain Users Configuration along with GPO policies.
- Creating & maintaining Groups and Organizational Units in Active Directory.
- Installation and configuration of Exchange 2010, 2013, 2016.
- Maintain McAfee security and spam mail policies in Microsoft Exchange Server.
- Installation & Configuration of Cisco AP, Cisco Wireless Controller.
- Installation & Configuration of Dell Sonic Wall Firewall TZ 215, NSA 220, TZ 300.
- Configuring Content filter policies over SonicWALL Firewall for the uses.
- Installation & Configuration of Cisco 2960 and 3560 Switches, V-Lan and Inter V- LAN routing.
- Installation & Configuration of UCS C series and Dell servers.
- Installation & Configuration of HP DL 380 Gen8, 360 Gen5, 380 Gen9.
- Installation & Configuration of Buffalo, HP, Sinology NAS storages.
- Implementing Backup System for Servers & Clients using Symantec Backup EXE.
- Installation & Configuration of Symantec DLO in Servers & Client Laptops.
- Installation & Configuration of TP-Link / D-Link Access points.
- Day to day troubleshooting, maintenance and up gradation of AMC Customers.
- Manage & Update the website of the company by using WordPress Admin Level Access.

- Day to day troubleshooting, maintenance and up gradation of AMC Customers.

CA VIJAY SAIN I and Associate

Server Administrator

June 2015 - February 2017 (1 year 9 months)

Bahrain

- Installation & Configuration of Microsoft Windows 2008 2003 Servers
- Installation & Configuring of Domain User PCs.
- Installation & Configuring of Projectors.
- Installation & Configuring Window images on Desktops and Laptops (Window/MAC).
- Installation & Troubleshooting of Smart Card Printers.
- Account Software (TALLY and GENUS Software) installation and configuration and taking backup on daily basis.
- Server installation and Migration 2003 to 2008 R2
- Day to day troubleshooting, maintenance and up gradation server and user computers.
- Monitoring of LAN and WAN network of the organization.

Ministry of Health - Bahrain

IT Administrative Assistant

September 2014 - June 2015 (10 months)

Bahrain

- Installation & Configuring of Domain User PCs
- Installation & Configuring of Projectors and LCDs over WIDI Push to TV.
- Installation & Configuring Window images on Dell OptiPlex 755, 620, 780, 790, 990,7010.
- Installation & Configuring window images.
- Backup of users as per client request.
- Installation of printer (local, network and print server).
- Installation and configure as per domain.
- Day to day troubleshooting, maintenance and up gradation of IT Hardware

Ministry of Education

IT Engineer

June 2013 - June 2014 (1 year 1 month)

Bahrain

Installation & Configuring of Domain User PCs

- Installation & Configuring of Projectors and LCDs over WIDI Push to TV.

- Installation & Configuring Window images on Dell OptiPlex 755, 620, 780, 790, 990, 7010.
- Installation & Configuring window images.
- Backup of users as per client request.
- Installation of printer (local, network and print server).
- Installation and configure as per domain.
- Day to day troubleshooting, maintenance and up gradation of IT Hardware

Senergia Software

IT Support Engineer

August 2010 - May 2013 (2 years 10 months)

Bangalore, India

- Installation & Configuration of Desktop, Laptops, Printers and IT equipment including OS.
- Carry out daily/weekly systems checks, reporting to Information Systems Manager where necessary.
- Investigation and diagnosis of IT faults and problems. Will include hardware and software problems on client PCs.
- Installation and configuration of ADSL Routers and Switches.
- Assisting seniors in the installations of new equipment in CORE Network and responsible for the general maintenance and troubleshooting of those equipment's Including Cisco Routers, Cisco L2/L3 switches.
- Design, testing and implementation of new IP Addressing Scheme with subnets.
- Managing all staff PCs with daily routine checkup and user issues.

Education

Rajasthan Technical University, Kota

Bachelor of Technology (B.Tech.), Information Technology · (2006 - 2010)

SHRI RDHA KRISHANA GOINKA COLLEGE

SR. HIGH SCHOOL, PCM · (2003 - 2005)

DUMRA HIGH SCHOOL

HIGH SCHOOL, PCM · (2003 - 2003)