

MOHAMMED SUHAIL MUKHTESAR

IT & OFFICE ADMINISTRATOR

☎ : 00971 503713836/ 00971 545737188

Email: suhailaec@gmail.com



Location Preference: UAE

Core Competencies

Technical Support

Trouble Shooting

Server Management

Security

Disaster Recovery

Various OS's & Applications

IT Asset Management

Network Support

Team Building & Leadership

Workshops & Courses

- ▶ Oracle 9i-DBA fundamentals course from Anjuman institute of technology & Management Bhatkal, India 2011.
- ▶ AWS Cloud solution Architect Course from Ria Institute, Bangalore India 2020.



Profile Summary

- ▶ IT Administrator with strong experience in managing server infrastructures and data-center operations across Windows platform. Currently working as a Office & IT Administrator for Construction Co. Skilled problem identifier and troubleshooter comfortable managing systems, projects and teams in a range of IT environments. Multi-talented with good all-round technical skills and the ability to develop and maintain close working relationships with other support and development teams. Having the personal drive required to deliver a service that exceeds the expectations of colleagues and end users through a positive, well organized and structured work ethic.



Work Experience

September 2015 – Till date

Al Hedaya Contracting Co. W.L.L. as IT & Office Administrator;
reporting to the General Manager in
One of the leading construction Company in Bahrain

Key Result Areas:

- ▶ Installing, configuring and maintaining the Windows based Server system, Computer system and Operating system. Diagnose Hardware, Software faults, solve Technical and Applications problem on the Servers & Clients.
- ▶ Configuring and managing services of Windows Server such as Active Directory, DHCP, DNS etc.
- ▶ Managing Files & Folders Security with Access restriction.
- ▶ Managing and monitoring Daily Backups includes all types of backup.
- ▶ Maintain and monitor ERP software and all related components including Backup.
- ▶ Managing and monitoring Windows Servers with ILO.
- ▶ Installing and Managing Anti-Virus for Servers & clients (Kaspersky) includes deploying policies & services.
- ▶ Monitors potential Malware/ Ransomware Threats, vulnerabilities and implementing appropriate courses of action.
- ▶ Configuring Microsoft Outlook for end users.
- ▶ Maintaining and Monitoring the Fortigate Firewall (Fortigate 80D).
- ▶ Installation and configuration of CCTV system.
- ▶ Ensuring the smooth running and maintenance of the IT systems.
- ▶ Maintaining and Managing of client workstations through site visit as well as taking access remotely.
- ▶ Managing and tracking the full IT asset, license, and maintained life cycle, from procurement to retirement.
- ▶ Maintaining the Data Entry for all incoming and outgoing documents in ERP.
- ▶ Preparing MAC to get the approval from consultant.
- ▶ Managing all the correspondence outgoing and following up with Clients/ Consultants and sub-contractors for the documents.

Education

- Bachelor of Engineering from Visveswaraya University, Anjuman Engineering College, India in 2011.

Personal Details

Date of Birth: 5th May 1986
Languages Known: English, Hindi, Konkani & Urdu
Passport No.: V6077503
Marital Status: Married
No: of Dependents: 2
Visa Status: Visit
Nationality: Indian

- Preparing correspondence outgoing letters to Clients/ Consultants and sub-contractors.
- Facilitating the necessary documents to site staff including Project Manager, Site engineer and Site Supervisor.

Significant Accomplishments:

- Purchased of IT equipment's and software's in line within agreed budgets.
- Responded to and resolved fast and accurate troubleshooting of IT issues from employees.
- Brought changes in Manual filing system to E-filing by deploying ERP system (Data Management).

September 2011 – April 2013
Midwest Infotech Pvt Ltd, Bangalore, India as
Software Engineer; reported to the Team Leader.

Role:

- Worked as Software Engineer in building web based applications using dot net technologies.
- SQL table insertion.
- Debugging Code.
- Worked in projects like GCC medical management solutions & website development.

References: Available on Request.