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**First Name of Application CV No 1647582**

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**IT AdministratorCAREER OBJECTIVE**

A self-driven IT Administrator with three years extensive analytical and software experience of investing and diagnosing network problem and also knowledge of IT operating system, especially Windows and Windows Servers Is seeking an opportunity in an IT role in a challenging work environment.

**ACADEMIC QUALIFICATIONS**

* **Master of Information Technology Management** - University of Wollongong in Dubai, **Currently Pursuing**
* **BSc Computer Science** - University of Jos, Plateau State Nigeria, **2013**

**WORK EXPERIENCE**

**IT Administrator/Assistant Administrator - May Day Specialist Hospital - Nigeria Feb 2014 - May 2015**

Work as part of a proactive team of Admin and support staff responsible for developing a high quality customer-focused professional service. Providing the very highest level of technical support and customer service to internal staff.

* Updating and maintaining IT user account.
* Web page management and maintenance.
* Maintaining up to date Antivirus level on all machines.
* Working on Active Directory accounts, configurations of smart phones and laptops.
* Managing and monitoring of backups in the Hospital.
* Liaising with suppliers and other partners of the Hospital.
* Providing maintenance support and break-fix solutions.
* Follow documented processes i.e. implementing change control procedures.
* Liaising & meeting with external suppliers of IT services.
* Producing reports for senior managers by tracking account and finance.
* Troubleshooting technical problems and implementing solutions.
* Purchasing of IT Equipment and software in line within agreed budgets.
* Providing IT technical support.

**IT Administrator - Remote Webnet Dynamics LTD - Nigeria Jan 2013 – Feb 2015**

* Web page management and maintenance.
* Maintaining and management of the critical Window based Server environment.
* Troubleshooting technical problems and implementing solutions.
* System Networking.
* Maintaining and monitoring of backups for clients.
* Purchasing of IT Equipment’s and Software’s in line within agreed budgets.
* Providing maintenance support and break-fix solutions.
* Installing and configuring computer hardware, operating systems and applications.
* Monitoring computer systems and networks.
* Provides guidance on inventory management for computer products.

**IT Administration (Internship)** - **Basic Information Computers [BICs] - Nigeria** **June 2011– May 201**

* Maintenance of computer hardware.
* Troubleshooting technical problems and implementing solutions.
* Data Maintenance.
* Providing technical support.

**PROFESSIONAL**

**Certified Network Administrator (National Institute of Information Technology, Nigeria**) **2012**

**PERSONAL/IT SKILL**

* Microsoft Office Professional.
* IT Technical Support, Installations of software and troubleshooting.
* Data entry and record analysis.
* Knowledge of TCP/IP networks.
* Network Configuration.
* Use of internet for research work and information.
* Good customer relation management (CRM).
* Confident with positive attitudes.

**PERSONAL DETAILS**

Gender: Male

Nationality: Nigeria