#### Bassem

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# Bassem

**Personal Data:**

* Date Of Birth **:** 1 – Jan -1976
* Nationality **:** Egyptian
* Marital **:** Married
* Military **:** Finally Exempted

**Professional objective**

**A** challenging position that will effectively where my presentation, communication and interpersonal skills can be applied and further enhanced.

**Education:**

Secondary School : Naser

Qualification : Bsc of Commerce – Accounting – 1993 : 1997

Faculty : Commerce

University : Ain Shams

Graduation Year : 1997

**Post Graduate Studies**

: Post Graduate Diploma -1997 : 1999

University : American University in Cairo

Specialization : Programming and Network

Graduation Year : 1999



**Professional Certificates** : CCNA

**Languages**

Arabic : Mother Tongue

English : Speak , Read , Listen :: Very Good   
French : Speak , Read , Listen :: Basic

**Work Experience :**

***Current Job*** :

**IT Manager at VFSTasheel international from July 2013 till now**

**Responsibilities :**

***Responsible for managing the company Egypt Branches ( 12 Branch ) plus ( Africa & Europe Team )***

***- the day to day IT requirements of the company and the department such as managing teams , user management, trouble shooting, help and advise. Maintaining desktop applications, local area networks, IT security and telecommunications.***

**Duties :**

- Lead the company IT department over 12 Branches on Egypt and Regional sites ( Africa & Europe )

-leaded the new Rollouts and launch of the new Sites and established the company infrastructure on Egypt.

- Implement and coordinate planning of the Company IT strategies, planning, budgeting of multiple

Simultaneous projects and sites.

-Manage the Daily IT operations and challenges at the company Sites .

-Manage and lead, the IT Team, assign the daily, weekly tasks and plans, new projects, ensure Of the full   
 functionality of the Infrastructure and Daily IT Support functions are provided as standards of the company.

- Manage the Stuff mid-year and yearly evaluation and the Stuff KPIS.

- Manage the Company Egypt’s Domain ( AD ) .

- Manage the Company Internet lines, ADSL, Lease lines, Wai-Max, Microwave and Satellite, ISP’s

Contracts and negotiation of the technical and financial proposals

- Contact and keep a positive and effective relationships with local and international Suppliers, ISP’s,

Customs, shipping, benchmarking.

- Manage the Software aspects , vendors ( MS , Oracle ) licenses, updates, renewal

-Lead the company Information Security Compliance, Risk Assessments Identity and Access Management, manage the Firewalls Setup , update , license , configuration and all functionality ( Fortigate , cyber ) .

- Manage the Stuff VPN client , setup , configurations.

-Manage the Cloud Antivirus operations, updates.

- Maintain the company attendance and access system.

- Prepare reports , Documents , manuals , train the operations teams

- Prepare the annual IT maintenance budget, Guarantee, contact Lenovo, HP ,DELL ….etc.

- Manage the company inventory and IT assets as standard, documentations of all the IT components

- Preparing the reports and contact the HO on Dubai.

**IT Manager at "Cegedim Trends International " from May 2009 Till April 2013 Responsibilities :**

* Responsible for the day to day IT requirements of the company such as Domain users management, trouble shooting, help and advise. Maintaining desktop applications, local area networks, IT security and telecommunications & Attendance system

**Duties :**

* Manage the daily Domain Users activities : Ou's ,users, groups ,resources ,Policies
* Setup all the company Applications like Windows Server , AD ,Symantec End point , SQL ,Oracle , Power Builder ,Visio, Ubuntu , Virtual machines , Office , Cardax , outlook , ISA
* Manage & Support company servers Hardware and Software :

Oracle -SQL –File & Print –DHCP- DNS - Ftp -VPN -Web - Share Point – ISA - Exchange

* Manage the daily , weekly , Monthly Backup plus the system Images using NAS storage & End point

plus Oracle Database backup using RMAN ,

* Managethe company Internet Technologies , Wireless connections & Trouble shooting
* Support the company connections with the customers through : MS & Cisco VPN
* Configure , setup and secure wireless connections
* Manage the partnership with Microsoft & Oracle & IBM as a Golden Partner
* Lead and create the strategic plans for the IT Department with future goals
* Prepare the annual Budget and provision of the new technologies
* Make a good relations and deals with suppliers
* Manage the company attendance system, fire alarm and all technologies
* Prepare Reports to the top management including strategies , plans , tasks
* Create and lead the company running servers over Virtual machines
* Send monthly reports to HO at France
* Train Stuff and management

**From 1 Jan Till 30 April 2009 as IT & Broadcasting at " *Aghapy TV* *Satellite Channel"***

* Responsible for the day to day IT Tasks of the company Servers and Desktops plus the Domain users management, trouble shooting, help and advise. Control the Channel Live stream , Maintaining desktop applications, networks

**Duties**

1- Doing all the daily Help Desk activities

2-Manage AD users , DHCP , DNS

3-Manage the Live stream server , Remote servers

4-Audit the daily Control and play list server of the channel according to the weekly map

6- Upload the daily Multimedia Files using FTP server

7-Maintain the PLAYBOX technology remotely

8-Browse & Control the online and live shows of the channel

9-Help on preparing the live stream operations and procedures

10-Do the Daily Backup using storage box , taps , DVD

12-Manage SHDSL, ADSL's , Satellite connections

13-Manage the Channel live stream on the website

**From 1 August 2007 Till 30 Dec 2008 as IT Manager at " *Royal House Group* "**

1- Managing the IT Stuff and assign the daily tasks

2- Make responsibilities and Tasks daily and weekly schedule

3- Reporting the department activity to the top management

4- Audit the Maintenance for the entire Desktops & servers

5- Installing & Admin : Windows servers 2003   
6- Network Administrating and Trouble shooting   
7- Making Backup to Data Server

8- Planning for securing of the data

9- responsible for the Hardware and software installation and maintenance

9- Plan & follow up the daily coding numbers of all the products

10-Contact with Suppliers & Companies   
 11-Downloading Programs & Drivers form Internet

**From 1 Feb 2001 Till 09/2006**  **at Metro Brokerage For book keeping & Stock Dealing**

**As IT Manager**

Responsible for the Daily IT Tasks of maintaining the Hardware and Software, networks , Databases

1- Doing all the daily Help Desk Activities

2- Install software :Win XP , Win 2000 server, Ms Office ,Oracle Database, Stocks programs(Bims)

3- Administrating the company Network.

5- Controlling & managing the company Domain & Network resources .

6- Securing Network. from viruses & Viruses   
7- Doing daily , weekly , Monthly Backup of the database

9- Training the stuff about the applications and how to save the clients data

10- Planning and Supervise the company website and its daily contents .

11- Audit the daily servers attitude and reporting them.

12-Dealing with Hardware & software suppliers

* **From : 1997 To 01/2001 Computer Supervisor at " *Manner House Language School "***

1-Supervise Computer Department   
2-Teaching the Computer curriculum of the Ministry of Education For Both the secondary & primary stages.

3-Teaching the Advanced level curriculum books of the school

4-Responsible of making the annual curriculum for the primary stage

5-All Help Desk responsibilities for all the school Pc's

6-Responsible of pc’s Maintenance & Network.  
7-Making Exams for both Secondary & Primary stages

8- Doing Software Installation Win XP – Ms Office - Photoshop

9- Instruct to the stuff programs ( Win 98- Ms office )

* **From 1 Feb 1998 ( Till now Part Time ) at Tony computer as Instructor**

1-Teaching courses :

Windows XP - Ms Office - Network essentials - Maintenance A+ - Internet Skills- Typing skills

**Computer Skills :**

* Ms Windows XP – 2000 -2003 -2008
* Ms Office - A+ - Internet – Photoshop – Auto Cad
* Typing skills Arabic & English 25 word per minute

**Training Courses :**

**-** SQL Dev

- Oracle Database Administration 11G (SQL , Workshop 1 &2 )

- MCSE 2000 - MCSE 2003 -CCNA - A+

- Office 2003 - MCITP 2008 - Photoshop - ISA

- Motherboard and chipsets Maintenance

- Managing and Leading People

-Successful Leader and Manager

**Subjects attended on the Network and programing Diploma of the American university in Cairo :**

System Analysis programs Algorisms Program Structure

Access Data Base C + + Turbo C

Network Concepts SQL Data Structure

Discrete Math Internet Concepts Maintenance level 1

Maintenance level 2 Operating System Concepts File Organization

Statistic Pascal level 1 Pascal level 2

Project ( program for managing a company inventory ) using Access

**Countries Traveled To**

Dubai – Holland – Germany – Belgium – Kuwait

**Personal skills**

Hard worker, well organized, attention to details and able to adapt to new environments, good communicator with different kinds of personalities and always ready to gain more & new experience.

***Thank you for reading my CV***

Dear Sir

My Name is Bassem , I am 40 years old , have a 18 years of experience as IT Manager , leading and Manage IT projects , companies and teams with the latest modern technologies , applications , Administration tolls . please find bellow my

**Experience on Brief :**

Area of my experience can be concluded on:

- Setup , running , configuring , troubleshooting , managing Infra Network  
- Managing Microsoft products : Windows Server , AD ,policies , Ms office , Ms project , Front page

- Database: Oracle Server Setup , configure , Data Base administration , SQL Server

- Security: Cisco , Syber , Fortinet Firewalls ( setup , Configuring the firmware )

- Antivirus Solutions: MacAfee, Symantec Cloud, Symantec End point

- Backup solutions: End Point, Acronis, Disk-Backup, NAS Storage

- Attendance system: Cardax , 3M , Finger Print systems

-Remoting: Team Viewer, VNC, Dame Ware, Amyy , Pc any where , MS VPN , Forticlient

- Virtual machines: Microsoft VM, Ubuntu

- Ticketing system: System Tec co , Ready-made systems

- Internet Connections: ADSL , SHDSL, Wai-Max , Micro-Wave & Satellite

- Share point server : setup , creating tress & structuring , granting Permission

- Management : 17 years of managing and leading new IT projects , Teams , KPIS

- Budgeting : planning , preparation , Time management, Leading , Evaluate

- Typing skills : 25 word in minutes 

Thank you for reading my Cover Letter