**Professional Overview:**

**A strategic professional with a career of almost 7 years as IT Project Manager, IT Support Engineer, Assistant IT Manager, Technical Recruiter, providing the vision and direction to achieve accelerated and sustained growth whilst decreasing costs.**

**Public Profiles: -**

* [**LinkedIn**](https://ae.linkedin.com/in/fazil-rahman-2b183a18)
* [**Vloggedin**](http://www.vloggedin.com/candidate/fazilrp)
* [**About.Me**](https://about.me/fazilrahman)
* I am computer science engineer holding a professional degree in MBA, Project Management.

**Target Positions: -**

**- IT Support Engineer**

**- Project Manager (IT / ITES)**

**- IT Consultant**

**- IT System Engineer**

**- Technical Recruiter**

**- Business Development**

* Worked for 1 year as a Technical recruiter for a US client.
* An overall experience of more than 5 years in Project Management & Technical Support of IT / Security Systems.
* Worked with overseas candidates for office in USA
* Recruited IT consultants for major firms like IBM, Wells Fargo, CSC, Mercury Insurance, and AMEX.
* I have experience in Full Recruitment Life Cycle
* Strong exposure to Indian and UAE markets.
* Worked in UAE for 2 years as an Asst. IT Manager.

**Qualifications:-**

**- MBA (2 Year), Project**

 **Mgmt., 2016**

**- B.Tech(4 Year), CSE, 2009**

**- XII, 2005**

**- X, 2003**

* Maintaining of IT Infrastructure including Domain controller, Exchange Server, Database Server, Backup Server, Anti-Virus Server, VMware and Windows Update Server.
* Familiarity with CCTV, Access Control , Intrusion Alarm system, and Biometric access solutions
* Installed and programmed the CCTV systems in the light commercial and residential environment.
* Properly designated the team leaders and other chief technicians as per the requirement

**Key Skills: -**

**> IT Project Management**

**> IT Technical Support**

**> System Analysis (IT)**

**> IT Service Mgmt.**

**> Staffing & Recruitment**

**> Electronic Security System**

 **Specialist**

**> Business**

 **Development (IT/ITES)**

* Created WBS in the major projects and executed it well to achieve the objectives.
* Managed many projects using major project management methodologies mainly Prince2.
* Projects were managed and tracked using Microsoft Project 2013.
* Hands on experience in maintaining the Network, LAN, WAN & Wireless
* Management of Server, Auto Cloud Backup, CCTV systems, EPABX system application software, ERP and operating systems.

**Career Summary:-**

**Asst. IT Manager**

**Intercool Gen.Trading, Dubai, 2014 to May 2014**

**IT Project Manager, Orbiz Tech Centre, 2010 to 2014**

**Technical Recruiter, IonIdea Pvt Ltd, 2009 to 2010**

* Hands on knowledge over IT / Network Technical Support.
* I undertake the repair, troubleshooting and maintenance activities of the hardware and networking systems of the organization.
* Ensured that the accounting software , operating systems, antivirus and other software systems are error free and are up to date

**Training/Certifications:**

* APMG/AXELOS, UK Certified Prince2 Project Manager (Foundation)
* Completed computer networking training on A+ and N+ courses
* Certified Lean Six Sigma Green Belt, Simplilearn
* Training on Prince2 Foundation & Practitioner Course
* Attended PMP ( Project Management Professional ) Training
* Trained on Microsoft Project 2013, certified by Simplilearn
* Completed Training on Microsoft Certified Solutions Associate ( MCSA )
* Completed two months training on American English Accent
* Training on Microsoft Excel 2013 Intermediate

**Professional Experience:-**

**Intercool General Trading L.L.C, Dubai May 2014 – May 2016**

**Role: Assistant Manager – IT**

* My responsibilities can be summarized as
1. IT Management
2. Network Administration
3. Desktop & Hardware Support
4. HR support
* Intercool General Trading L.L.C is a company which is mainly involved in manufacturing and trading of a wide range of products including cosmetics, FMCG’s, garments, office supplies and a lot more all across GCC with the prime market in UAE. In 2013 Intercool launched its on branded perfumes by name “Aman Perfumes”.
* Installed and deployed the operating systems all across the network and configured the printer and scanner.
* Maintaining of IT Infrastructure including Domain controller, Exchange Server, Database Server, Backup Server, Anti-Virus Server, VMware and Windows Update Server.
* I have been maintaining the Network, LAN & Wireless by conducting routine inspection.
* Maintaining the PABX Telephone System.
* Management of Server, Auto Cloud Backup, CCTV systems, EPABX system application softwares, ERP and Operating systems.
* Ensured that the accounting software, operating systems, antivirus and other software systems are error free and are up to date.
* Fulfilled management needs current and future in all IT aspect
* I had to undertake the repair, troubleshooting and maintenance activities of the hardware and networking systems of the organization.
* Interviewed, selected and extended offer letter to the sales executives and marketing executives.
* Filed the relevant documents of the new joiners and explained the SOP’s of the company
* Worked our commission / incentives for performing employees and managed their payroll system.
* Constantly reviewed the performance of the employees.

**Orbiz Tech Centre, Chennai, India October 2010 – May 2014**

**Role: IT Project Manager**

* ORBIZ India Pvt. Ltd. works in its capacity in two main sectors. One is the sales, installations and maintenance of CCTV systems, biometric access solutions, access controls, intrusion alarms and other electronic security systems and the second one is trading of super fine quality automobile number plates and distribution of number plate manufacturing machines since 2006.
* I successfully managed the installations of CCTV, Intercom, Intrusion alarm systems, video door phones, biometric attendance system.
* I have managed up to a team of 30 members on various commercial projects.
* Installed and programmed the CCTV systems in the light commercial and residential environment.
* I supervised the studying the project site and device requirements.
* Properly designated the team leaders and other chief technicians as per the requirement.
* Managed changing the parts and components which broke down and replaced with new parts.
* Positioned correctly all CCTV cameras in the site for proper recording and assured all areas in the facility is covered.
* Managed the execution and completion of projects using Microsoft Project 2013.
* Created WBS in the major projects and executed it well to achieve the objectives
* Introduced improvement in system procurement based on customer feedback.
* Promote the company brand to key buyers, ensuring their knowledge is current and appropriate
* Managing and configuring Windows 2008 server, Active Directory, Permission and group Policy implementation.
* Act as liaison between technology hardware or software suppliers and company management for informational updates and problem resolution.
* Management of Server, Auto Cloud Backup, CCTV systems, EPABX system application software, ERP and Operating systems
* Implemented the in House ERP system: Supervise the company’s main project of implementing & Updating .Modules are Sales, Administration & Control, Inventory, PP, Finance, HRM & QM
* Making sure that junior employees reach their full potential through constant evaluation, coaching and training.

 **Key Project at Orbiz Tech Centre, Chennai: -**

 **Royal Suite Hotel Apartments, Abu Dhabi, UAE November 2010 – March 2011**

 **Role: IT Project Coordinator (Contract Job)**

* Royal Suite Hotel Apartments is one of the leading hotel apartments situated at defense road in the heart of Abu Dhabi, UAE
* I had been contracted out by Orbiz Tech Center to Royal Suite for a period of 5 months.
* Provided an IT management framework for the hotel management company.
* Assisted in the installation of camera CCTV system.
* Worked with the Front office software installation.
* Ensured that the operating systems, servers and other software are updated in time.
* Assisted in the installation of Wi-Fi internet access all across the building.
* Trained the receptionists to use the Front Office Hotel Software.
* I was in charge of the maintenance of the hardware and networking devices of the hotel.
* Reported directly to the General Manager of the hotel.
* Recruited almost all the staffs required to operate the hotel.
* Reviewed the resumes of the all the candidates.
* Shortlisted the qualified ones for the interviews.
* Scheduled the interviews in accordance with the immediate requirement.

**IONIDEA Pvt. Ltd, India/CDI IT Solutions, USA September 2009 – October 2010**

**Role: Technical Recruiter**

* I have Full Recruitment Life Cycle experience.
* Also familiar with all the major time zones in US. (EST, CST, MST, PST)
* Developed requirements and job descriptions.
* Designed and developed Internet job postings.
* Coordinated interviews, scheduled drug screens, and background checks.
* Extended job offers, presented company overviews and benefits.
* Performed reference checking.
* Worked with overseas candidates for office in USA.
* Recruited for major firms like IBM, Wells Fargo, CSC, Mercury Insurance and AMEX
* Facilitated strong, long-term company and candidate relationships.
* Worked with outside agencies/temporary services negotiating terms.
* Maintenance of job postings on the company web site.
* Sourced candidates using Monster, Career Builder, Hot Jobs, Dice, Free Boards (LinkedIn, recruiterblogs.com), etc.
* I had been very particular in providing the right resumes addressing different requirements daily in CORE Competition.
* Very good Analytical and problem solving skills.
* I have assertive and aggressive hunter mentality in approach to recruitment.
* Strong verbal, written and presentation skills, interacts well with all levels.
* I prioritized tasks and was working under deadlines.
* Experience in W2, 1099, corp to corp recruitment, vendor management, and salary & rates negotiation with outsourcing companies.
* Signing contracts with outsourcing companies & consultants

**Other Skills:-**

OS Platforms : MS Dos, Windows XP, Vista, 7,8,10, Linux Redhat, Ubuntu

|  |  |
| --- | --- |
| Skills | Knowledge level |
| Computer Networking  |  Intermediate |
| IT Information Security  |  Beginner  |
| IT Service Management |  Intermediate |
| MS Excel 2013 |  Intermediate |
| ITIL Concepts |  Beginner |
| MS Word 2013 |  Intermediate |
| Project Management Skills |  Expert |
| Domain Hosting & Server Management |  Intermediate |
| MS Project 2013 |  Intermediate |
| Computer Hardware & Troubleshooting |  Intermediate |
| HTML, Word press |  Beginner |
| Web Content Writing |  Expert |
| Open Office 2013 |  Expert |

**Educational Qualifications: -**

*MBA – Sikkim Manipal University, Project Management 65.00%*

*B.Tech – Dr.BR Ambedkar University, Computer Science & Engineering 66.12%*

*XII - Kerala State Educational Board 68.33%*

*X - Kerala State Educational Board 80.10%*

**Personal Information: -**

Full Name : FAZIL RAHMAN PULIKKUTH

DOB : 20/09/1986

Age : 29

Sex : Male

Marital status : Married

Languages Known : English (Expert), Hindi (Intermediate), Malayalam (Mother

 Tongue), Arabic (Beginner)

**Job Seeker First Name / CV No: 18223268**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

