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|  | Sex Male | Date of birth 13 June 1990 | Nationality Albanian  |

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| **WORK EXPERIENCE** |   |

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| April 2014–Present | **IT Administrator** |
| **Building and Construction Ltd**  |
| Main responisbilities :* Managing a team of over 50 administrative & technical staff.
* Responsible for hardware and software installation, maintenance and repair.
* Performing routine audits of systems and software.
* Manage the IT budgets and expenditure on hardware and software.
* Developing & maintaining the company IT systems, software and databases
* Recommending and implementing improvements and efficiencies.
* Having excellent time management, confidentiality & communication skills.
* Management of server software and associated backup routines.
* To evaluate, test, advise, train and support I.T. related projects.
* Procurement of IT hardware, software and maintenance products & services.
* Responsible for the recruitment and training of new staff.
* Managing the internal & hosted network infrastructure including: firewalls, servers, switches and telephony.
* Maintenance & management of the Critical Windows based Server Environment.
* Maintaining up to date Antivirus levels on all machines company wide.
* Installing and configuring computer systems using different build technologies.
* Working with Windows servers & applications within a mixed OS environment.
* Designing, implementing and managing Active Directory.
* Monitoring the progress of third-party maintenance contract suppliers.
* Responsible for disaster recovery, closing security loopholes and access levels.
* Identify and recommending improvements for E-mail applications & Web-page development
* Administration of the database including performance monitoring and tuning.
* Maintenance of email and network security systems
* Installation and support of telecommunication equipment.
* Responsibility for company IT security
* Maintain site licenses for department/organization
* Responsible for supporting: Windows XP/Vista/Windows 7/ Office 2007 and 20010, Windows Server, Small Business Server 2003/2008, Active Directory management Exchange 2007/2010, Blackberry Server/Windows Mobile,, DNS/DHCP, TCP/IP, Ethernet, wireless router Configurations
* Administering & designing LANs, WANs internet/intranet, and voice networks.
* Cisco & HP switch configuration in particular VLAN configuration/troubleshooting
* Programing and design websites working with wordpress ,jomla, dreamweaver.
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| February 2013–April 2014 | **IT Project Manager** |
| **Energy Partners ltd Tirane** |
| Main responsibilites:* **Design and implementation of Telecommunication systems**
* **Desing and implementation of Security systems**

**PROJECTS*** **Design and implementation of Hydro power plant Cerruja1,Cerruja2,Rrypa in Burrel-telecommunication and security system.**
* **Design and implementation of Hydro power plant Pobreg in Kukes security system**
* **Design and implementation of Hydro power plant Kacni in Peshkopi telecommunication and security system.**
* **Design and implementation of Chicken Farm ltd in Kavaje security system.**
* **Design and implementation of Albanian Steel Construction in Tirana-telecommunication and security system.**
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| October 2011–March 2012 | **IT Junior** |
| **Hard and Soft Professional Computer Systems ltd Tirane** |
| Main responsibilites:* Working closely with software suppliers to resolve operational issues.
* Installation and maintenance of all systems within a clients digital environment.
* Producing documentation on operational, system and user procedures & guidelines.
* Daily maintenance of firewall protection and file security.
* Diagnosis of desktop, application, networking and infrastructure issues
* Troubleshooting PC’s, laptops and mobile devices.
* Produced informative, well-organized presentations to senior management
* Maintaining a log of all problems detected and system back ups.
* Backup and disaster recovery plans
* Network connectivity troubleshooting, ping, tracert, telnet.
* Responsible for communication protocols, configuration, integration & security.
* Investigating, diagnosing and resolve all network problems.
* Responsible for diagnosing & resolving hardware, software & end users problems.
* Working within a TCP/IP network environment, including DHCP, DNS and Ethernet
* Maintaining a wide range of computer hardware and software programmes.
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| **EDUCATION AND TRAINING** |   |

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| 01 September 2009 July 2011 | Computer Science, Bachelor (BSc/BA) |  |
| Science University of Tirana, Tirana (Albania)  |

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| 01 September 2014 | Studying forElectronic engineer, Master of Science (MSc/MA) |  |
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| **PERSONAL SKILLS** |  |

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| Languages | * Albanian
 | Mother langue |  |
|  | * English
 | Fluent |  |
|  | * Greek
 | Fluent |  |

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| Areas of expertise | * *Project management*
* *IT management*
* *Managing crisis situations*
* *Project Delivery*
* *Business analysis*
* *System administration*
* *VMWare Technologies*
* *System Backup*
* *Diagnosing hardware & software faults*
* *Problem identification*
* *Network Security Administrator*
* *Disaster recovery*
* *Microsoft operating systems*
* *Computer networks and TCP/IP*
* *Network cabling*
* *Supporting desktop systems*
* *Windows Server (2003,2008)*
* *Wordpress,Joomla,Html5,Dreamwaver CS6*
* *Cisco router*
* *Switches and firewalls*
* *Extensive breadth of experience in fiber optics functioning and repair*
* *Splicing and jointing of optical fiber*
* *Configuring Ip cam, NVR and DVR*
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| Key skills and competencies | * Highly organised and disciplined with a passion for Information Technology.
* A positive, high energy team player
* Knowledge of VBscript, Shell Script, HTML language & Software licence control.
* Knowledge of installation, troubleshooting and configuration of PCs and software.
* Extensive knowledge of: Microsoft Windows Server 2000, 2003, Microsoft 2000, 2003 and 2007, wired and wireless networking skills, desktop and server hardware and antivirus and remote support products.
* Physically fit & able to lift IT equipment, crawl under desks to access cabling etc.
* Experience of problem resolution & quality assurance procedures.
* IT security experience including anti-virus / malware, encryption deployment.
* Experience of web content management systems.
* Good understanding of static routing, and VMware
* Working knowledge of major networking components & hardware components.
* Ability to explain technical issues clearly to non technical colleagues.
* Data communication / Mobile communication.
* Knowledge & understanding of backup technologies & disaster recovery methods.
* Good understanding of: Server Hardware Technology, UNIX, SQL, LANs, WANs.
* Good knowledge of standard computer languages.

**First Name of Application CV No:** **592080**Whatsapp Mobile: +971504753686 Description: New_logo.gif |  |  |