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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 for  Electronic 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* |  |  |
| 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 |  |  |