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[**Jeejith.123025@2freemail.com**](mailto:Jeejith.123025@2freemail.com)

**Sub: Applying for suitable management position in IT Department.**

Dear Sir

Please find below my CV for your kind perusal.

Myself; a highly versatile **Senior-level Hard-core ICT management professional** with a litany of professional certifications & training's to credit including **CCNA, MCSA, MCSE, ITILV3, PRINCE2, CLSSGB(6σ) & PMP**certification, with **nearly 14 years** brilliant track record of handling high end ICT projects (**SAP / MS Navision / ICT Infrastructure / CISCO IP telephony** etc..) and networking systems, with competencies in conceptualizing and supporting critical IT frame works and applications, implementing projects, managing budget, vendor and product selection within reputed corporate houses; seeking a challenging position to contribute excellent technical proficiency and management expertise towards smooth business operations in your reputed organization.

My experience includes, but not limited to managing corporate ICT departments with a team size from 5 to 20, ranging various nationalities and designations; handling total ICT projects & support for networking, help desk, systems administration, ERP implementation & administration, budgeting, data center administration, application & website projects / support etc; with number of end users ranging from 200 to 3000.

Being working with an UAE (Abu Dhabi) based semi-government organisation; emiratisation (localization) in current position is the prime reason why I am looking for another opportunity as of today. My current notice period is one month.

I am looking forward to meet you in person to discuss further.

Trust you will do the needy,

Yours sincerely,



**Jeejith**

**MCA, MBA, CCNA, MCSA, MCSE, PRINCE2P, ITILV3, CLSSGB & PMP**

**OBJECTIVE & Executive Summary**

A highly versatile **Senior-level Hard-core ICT management professional** with a litany of professional certifications & trainings to credit including **PMP** certification, with **nearly 14 years** brilliant track record of handling high end IT projects and networking systems, with competencies in conceptualizing and supporting critical IT frame works and applications, implementing projects, managing vendor and product selection within reputed corporate houses; seeking a challenging position to contribute excellent technical proficiency and management expertise towards smooth business operations in a reputed organization.

⯁ **Core Expertise:**

* Data Centre Management / IT Support Centre Management / IT Budgeting, Governance, Risk and Compliance
* Corporate IT Strategy & Business Planning / Managing IT Audits / Change Management
* IT Human resources & Development / Team Leadership & Best Practices
* ICT Infrastructure Design & Implementation / End to End IT Project Management / Project and Process Documentation
* Business and IT Strategy Alignment / Technology consolidation & Optimsation / SLA/AMC Negotiations & Management

**⯁ Executive Milestones:**

* Implemented **AED 10 Million ICT Infrastructure** turnkey project for Al Ain Cement Factory & Block Factory
* Implemented **AED 1 Million** **Totally Integrated Time & Attendance and Access Control Networks (TITAN)** project for Arkan PJSC and its 8 subsidiary factories spanning across Abu Dhabi and Al Ain with around 50 HR users to manage the system with 1200 employees.
* **Cisco IP Telephony Project with CUCM 8.X**

Design, implementation, ongoing management and troubleshooting of Cisco Unified Communications Systems with PRI Line, including Call Manager / Unified Communications Manager 8.x / Unity Voice Mail system with 350 extensions for Al Ain Cement Factory & Block Factory with features like IVR, call management, call conferencing, setting up Voicemail for individual users and Dialguard call accounting application.

* **SAP Implementation** for Al Ain Cement Factory (Greenfield implementation of cement solution / Completed in 2011) and Emirates Cement Factory Al Ain (Migration and roll-out of cement solution from MS Great plain / Completed 2014)

SAP Implementation is done with the following Modules in two different phases.

* **FICO / MM / SD / PP / PM / QM / HR & Payroll / WHM**
* **Phase 1 (Al Ain Cement factory / Completion – May 2011)**
* **Phase 2 (Emirates Cement Factory / Completion – Jan 2014)**
* **SAP & ABB KM (Knowledge Integration)** - Collaborative Production Management (CPM) System by integrating corporate SAP ERP and the existing Al Ain & Emirates cement plants ABB’s Knowledge Manager (KM) system installed at the Arkan Cement plants.
* **Etisalat GSM Tower and connectivity for Al Ain Cement Factory** – 2G/3G & 4G GSM Signal tower within Arkan industrial park and Etisalat fibre connectivity to Al Ain cement factory premises from nearest exchange around 65 kilometres away from plant.
* **Dubai international Airport Terminal 3 (Project PMO & Site Office - ICT SETUP)** (World’s largest single MEP contract) – (500+ Users with Data, Exchange, 200+ users with AutoCAD (ACAD 2006 to MEP 2009), 25+ Users with Laserfiche EDMS, Nortel Option 11C PABX with 500+ users and a total project data size of 7+ TB (Data + Applications).
* **MS Navision ERP Implementation (Thermo)** – Navision implementation for Thermo with Modules as FINANCE, JOBS, PURCHASE, WAREHOUSE, HR, FLEET MGMT, QHSE, & CCM
* **MS Navision ERP Implementation (GMAMCO)** - NAVISION Modules implemented at GMAMCO are FINANCE, JOBS, PURCHASE, WAREHOUSE, HR, and SALES & MANUFACTURING.
* **SmartBusiness Setup** - SmartBusiness setup with Emirates NBD bank for online corporate bank account verifications & staff salary transfer for Thermo in coordination with Emirates NBD Bank IT.
* **Numerous ICT Setup for Branch offices & Website Projects** for Thermo, GMAMCO and other BU’s.

⯁ **DETAILED CV:** **PROFESSIONAL EXPERIENCE**

**AL AIN CEMENT FACTORY, AL AIN, UAE. (ARKAN PJSC Group, www.arkan.ae)**

**IT Manager (Reporting To CIO/VP (IT) and GM) Jan’11 to Till Date**

Managing Corporate Information Technology services for AL AIN CEMENT FACTORY, AL AIN and Corporate IT Projects for holding company Arkan building materials PJSC, Abu Dhabi, UAE.

* As a Project Manager – Implemented **AED 10 Million ICT Infrastructure** turnkey project for Al Ain Cement Factory & Block Factory.

Implemented ICT & MEP Infrastructure turnkey project for Al Ain Cement Factory & Block Factory with two tier III data centers and Cisco CM; along with complete ICT, SCS and MEP infrastructure. Starting with project initiation, tendering, coordinating and managing project related activities with respect to resource planning, costing, scheduling and timely execution aligned with PMI guidelines. Conducting project progress meetings and reporting to monitor progress throughout project life cycle, which ensured on time completion within the specific deadline and project closeout with PAC & FAC. The infrastructure handed over to the IT operations are managed and maintained with in house and external support by myself within the capacity as IT Manager Al Ain Cement Factory.

* As a Project Manager – Implemented **AED 1 Million** **Totally Integrated Time & Attendance and Access Control Networks (TITAN)** project for Arkan PJSC and its 8 subsidiary factories spanning across Abdu Dhabi and Al Ain with 70 HR users to manage 1200 employees.

Implemented an integrated Time Attendance & Access control System with over 1300+ active workforce at present. The system is allowing all concerned departments (HR & Admin / Management / Safety) to centrally monitor and control the attendance & access control for corporate HO & eight subsidiaries spanned across Abu Dhabi and Al Ain.

As a PM initiated project with detailed project plan and routine planned progress meetings were organized. Managed project staff with internal & external communications, execution, reporting periodic status to steering committee, monitored overall achievement, documentation and final close out with the below major project objectives achieved on time.

* Centralized reporting and reports per site for HR & Admin, Management & Safety as approved.
* Centrally control the attendance of the employees at HO & subsidiaries / centrally control the access for employees at HO & subsidiaries for designated areas only.
* Generate Employee IDs and centrally control all the card printing and tracking activities
* Seamless Integration with the existing ERP (SAP)
* As a Project Manager - **SAP Implementation** for Al Ain Cement Factory (Greenfield implementation of cement solution / Completed in 2011) and Emirates Cement Factory Al Ain (Migration and roll-out of cement solution from MS Great plain / Completed 2014)

SAP Cement Package Solution implementation is done to ensure a business requirement completeness of Arkan. The solution provided by Fujitsu is based on the understanding of the requirements of Arkan and similar cement organizations across the globe. The complete final scope was analyzed and determined after the blueprinting stage. SAP Implementation is done with the following Modules in two different phases.

**FI / CO / MM / SD / PP / PM / QM / HR & Payroll / WHM**

**Phase 1 (Al Ain Cement factory / Completion – May 2011):**

* SAP Standard Implementation of required modules and processes of cement industries in Al Ain Cement Factory on the SAP ECC 6.0
* Automated Offline Weigh Bridge Integration / Automated Offline Time card integration
* Implementation of Truck Yard Management Solution / Business Objects Implementation
* Prime the ABB Knowledge Manager SAP integration services & Licenses from ABB. Real Time Integration of ABB Knowledge Based Solutions (KBS) with SAP via ABB connectors (In Progress)
* Managing the Post go live support services management with offshore support contract from Fujitsu

**Phase 2 (Emirates Cement Factory / Completion – Jan 2014):**

* Rollout of the Arkan SAP Cement Template Solution / Automated Offline Weigh Bridge Integration / Automated Offline Time card integration / Rollout of Truck Yard Management Solution / Business Objects rollout / Post go live support services with Fujitsu offshore support contract
* As s a Project Manager – **Etisalat GSM Tower and connectivity for Al Ain Cement Factory** – 2G/3G & 4G GSM Signal tower within Arkan industrial park and Etisalat fiber connectivity to Al Ain cement factory premises from nearest exchange around 65 kilometres away from plant.
* Accountable for planning annual IT budgets with regards to licensing and IT hardware.
* Leading a team of 5 technical professionals to manage deployment of technologies.
* Responsible for creating an IT Strategy and vision for the company

**SENSAIRE SERVICES LLC (ISO 9001:2008), Dubai, UAE. (www.sensaire.ae)**

**Corporate Manager – IT (Reporting To CEO) July’10 to Dec’10**

* Managed Corporate Information Technology services for Sensaire Services LLC, Dubai (HO, Abu Dhabi Branch & Projects), Sensaire Services LLC (Sudan)
* Lead a team of 6 technical professionals to manage & deployment of technologies.
* Responsible for managing **Orion ERP (Ver 7.4) and Upgrading to Ver (10.4)** aligned with corporate business plan / goals

**DEEB LLC, Dubai, UAE.**

**IT Consultant / Projects Manager (Reporting To BDM) Sept’09 to June’10**

* ERP (Realsoft Contracting) Implementation for DEEB LLC, Dubai, UAE.
* Data Center & Low Current Systems (Multiple Projects @ Dubai & Abu Dhabi)

**Thermo L.L.C., (ISO 9001:2000), Dubai. (www.thermo.ae / www.gmamco.ae) Member of Union Properties PJSC**

**IT Manager (Reporting To GM / Senior IT Manager) Nov.’04-Sept’09**

Established in 1976, Thermo LLC with an annual turnover of Dhs. 3 billion is a leader in the field of Mechanical, Electrical and Plumbing engineering. Simultaneously managing the subsidiary company GMAMCO from Nov.’04-Sept’09.

* Managed corporate Information Technology (IT) services for Thermo L.L.C. and GMAMCO (Corporate and Branch Offices).
* Lead a team of 17 technical professionals to manage 36 project sites with 18 data centers across various sites in U.A.E. for deployment of technologies.
* Instrumental in transformation of existing legacy system to Navision ERP package and conventional server based storage system to HP EVA 4100 SAN Storage system.
* Developed and implemented IT policies and procedures
* Accountable for planning annual IT budgets with regards to licensing and IT hardware.
* Managing IT Coordination using Centralized IT Operation Management system
* Telecommunication, PABX Administration and Fax Services support for HO & Sites
* Procurement advice and Maintenance of all IT for all IT related Purchase
* Corporate Website management & Management of all critical IT related H/W, applications and Services with 24X7 support SLA/AMC with principal vendors

**Computer Systems Administrator** (From Nov 2003 to Jun 2004)

**SOL Solutions FZE**

**SOL Telecom** is a specialist in wholesale telecommunications and provides an exceptional service on both a local and global scale. **SOL Group** consists of companies with various businesses such as Real Estate, General Trading, Tourism, Cargo, FMCG and Foods along with the flagship Telecom Company.

**System & Database Administrator** (From Jun 2001 to May 2003)

**Inlott Technologies Pvt. Ltd, Chennai, India**

**Inlott Technologies Pvt. Ltd** is a Martin Lottery Group Company. The company provides competitive technology solutions to innovate and develop new lottery games and new modes of playing existing and new online lottery games.

**CERTIFICATION and TRAINING**

* **Project Management Professional (PMP)**, #1795934 / 2015 from Project Management Institute, Inc.
* **CLSSGB** Certified Lean Six Sigma Green Belt
* **ITIL®** Foundation Certificate in IT Service Management
* **PRINCE2®** Certified Practitioner.
* **MCSA** Windows Server 2012
* **MCSE** Server Infrastructure
* **CCNA** Routing and Switching
* **LCS2 Certified -** Legrand Cabling Solutions Certified from Legrand SNC

**Scholastic Achievements**

* **Master of Business Administration** from Shobhit University, Meerut, India.
* **Master of Computer Applications** from SRM Engineering College, University of Madras, Chennai, India.
* **Bachelor of Science (Physics)** from M.G. University, Kerala, India.

**Professional Development Courses**

* **Project Management Professional (PMP) Certification** training
* **Member - Al Ain Elite Toastmasters Club**
* **Member – PMI & PMI Arabian Gulf Chapter**
* Workshop on **Exchange Server 2007, IIS 7.0, OCS and Windows Server 2008 R2,** on **HP EVA 4000 SAN Storage, Citrix Access Suite – Installation and Administration, Web sense 7.0 – Implementation and integration with Celestix.**
* **Windows 2008 & R2, Windows XP/VISTA/7/8, MS Office 2013, Visio, Project**.
* **Hardware and Networking course** as part of MCA course from SRM Engineering College, Chennai, India.
* Attended **OCP** training course on **Oracle 9i** from SQL Star International Ltd., Chennai, India.

**Personal Details**

25/05/1977 | Indian | Married | Employment Visa | Valid Indian & UAE Driving license