Shaik Abdur Raheem Mobile: +97430478796   Email: shaikabdurraheem@gmail.com

**Seeking assignments in IT/Project Management or IT Project Coordination
NETWORK/SOFTWARE with a technology driven organization of repute**

Career Conspectus

Affluent cross-cultural experience in IT Project Management entailing IT Infrastructure, System and Network Administration, and Team Management.

Adept in IT infrastructure management, technology resource administration with experience of establishing vendor networks, forging strategic alliances & partnerships.

Proven record of analyzing processes & workflows, assessing their efficacy, relating to business plans, goals and suggesting re-engineering / simplification solutions.

Expertise in management of entire IT Management with experience in setting up / maintaining networks and networking devices administration.

Deft in the Management of Operating System, Network and Applications with experience in configuring and troubleshooting various hardware and software related issues.

Possess broad competence in strategic management with the distinction of driving new IT initiatives, designing corporate infrastructures & contributing in achievement of organizational objectives.

- **Areas of Expertise includes:**
  - Project Management   - Infrastructure Managing
  - Project Coordination   - Event Management

Skills Set

MANAGERIAL
- Planning and analysis of entire IT operations along with establishing of short / long term budgets for the preparation of IT blueprint for the organization.
- Implementation of IT project plans within pre-set budgets and designing the complete infrastructure.
- Overseeing ITIL/PMP Process including Asset Management, Service Level Management, issues management, Configuration Management, Risk Management, Scope Change Management, Communications Management, Release Level Management, etc.
- Maintaining updated documentation for current hardware & software configurations, and also for proposed future installations, testing & modifications to the current environment.
- Developing and negotiating with vendors for timely supply of inventory, computer peripherals and hardware devices as per SLA to facilitate smooth project activities.
- Handling resource allocations and setting up of communication channels across the various horizons of the organization structure.

FUNCTIONAL
- Installing, configuring and maintaining LAN / WAN and various network equipment.
- Maintaining the Network Infrastructure, Data Centre and Local & Domain wide groups. Assessing security standards, managing licensing and software standardization issues.
- Administering network security through formulation of security policy, implementation & maintenance of security tools, user's rights management, vulnerability assessment, etc.
- Managing infrastructure solutions and development of security policies, technical security standards & procedures for System Security, Information (Data) Security and Remote Access Security.
- Maintaining, Preparing and Managing upcoming projects,
- Planning for 1 year activities for Hole organization,
- Procurement of all upcoming and ongoing projects

- Resource planning for every IT Projects
- Time and Cost Management

Scholastics / Certifications

- BSc (Computer Science-Graduate) ITIL® V3 Foundation
- PMP (Project Management Professional) 30hrs certificate course.
- CCNA (Cisco Certified Network Associates).
- MCSE (Microsoft Certified Systems Engineer – Windows 4,2K and 2003).
- Diploma in Web-page designing from Soft-tech Computer's.
- Certificate Course in Instrumentation Technology from Hyderabad Science Society, Recognized by Indian Technology.
  - Certificate course in Linux administration.

Career Contour

Ministry of Defense: Since September 2016
IT Project Coordinator
(Qatar Armed Forces)

Project Handled:

ABMMC – Doha-Qatar

- Plan implementation for all End users with Cadets.
- Produce project design plans, installation plans and schedules.
- Manage ongoing and upcoming infrastructure
- Manage delivery, installation, configuration, commissioning, training and production of engineering/as build drawings.
- Manage production and submission of all contract deliverables and provide project status reports and presentations.
- Lead and direct numerous projects, which may require considerable resources and high levels of functional integration and interaction with Officers, Faculty, Cadets and End users.
- Interface with customer executive level management.
- Present project status and issues to officer's level personnel through formal presentations.
- Conducts regular meetings documenting current status of project including technical, schedule and financial issues that may be present.
- Responsible for high level project estimates/budgets.
- Recommend improvements for the project management process.
- Assist in defining strategic objectives and implementing service delivery processes, metrics and reporting requirements.
- Manages projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, distributors, and vendors.
- Ensures adherence to quality standards and reviews project deliverables.
- Responsible for all aspects of the project over the entire project life cycle life (initiate, plan, execute, control, close)
- Responsible for assigning individual responsibilities, identifying appropriate resources as needed, and developing a schedule to ensure timely completion of the project Manage financial aspects of the project against assigned budgets

Digital Technologies:

Coordinating in Smart classes setup with Zoom, Provide Interactive panels and Tablets to the end users with all requested OS and Apps.

Coordinating in print solutions with YSoft solutions.

Coordination in Video setup for Conferences by web

Managing RFID installations, procurements

Managing IDM with smart card solutions

Managing the reports, teams and Vendors for smooth work.

Shaik Establishment: Mar'14 – July'2016 Project Manager
(Contracting & Engineering)

Project Handled:
 Hyderabad and Banglore - India
Role :   Project Manager

* Progress, Quality, Performance (Value), Budget management, Project Scheduling, Time and Team Management, Daily Reporting, Risk Management

Ahmed Al Anzi: May'12 –Jan'14
IT Project Incharge *(Contracting & Engineering)*

Project Handled:
 Jeddah-Kingdom of Saudi Arabia
Role: IT Incharge

* Reviewing project metrics against quality objectives, targets and improvement goals.
* Reporting project status to the management including schedules, cost and issues.
* Managing multi phased project to support introduction and hosting setup for multiple enterprise level networks.
* Conducting assessments, document findings, identifying gaps and developing recommendations for improvement in network management based on company standards.
* Negotiations with vendors.
* Procurement management.

Prominatenix Technologies: Jan'09 –Feb'12
Project Manager
(Enterprise Infrastructure and Applications)

Project Handled:
 Hyderabad-India
Role: Project Management

* Lead the execution of technology strategy for technology platforms, partnerships, and external relationships.
* Make sure to attract, recruit and keep the right people for the technology team.
* Build, develop and lead a high-end technology team and oversee research and development, as well as project management.
* Anticipate and react to major technology changes to ensure the maintenance of company leadership in the competitive landscape.
* Establish technical standards and ensure adherence to them for product development and company operations.
* Ensure the security of the data, information systems, communication lines, and equipment.
* Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
* Ensure the highest quality for all technology related services offered by the company.
* Identify emerging information technologies to be assimilated, integrated, and introduced within the company.
* Assess new computing technologies to determine potential value for the company.
* Work closely with other departments to keep technology visions inline.
* Oversee ongoing improvements and the feasibility of system enhancements.
* Develop and establish operating policies and approaches for computing and information technology.

Gateway Gulf: May'08 – December '08
Project Coordinator
(Co-location Data Centre)

Project Handled:

 Electronia, Dammam-KSA

Client   :   Gateway Gulf-Bahrain

Role: Project Coordinator

- Monitoring the Contractor activities and allocating responsibilities.
- Creating project initiation documents & plans; executing projects, as per defined scope, schedule and budget.
- Maintaining Project Documentation System, providing project document and drawing control function.
- Overseeing Inventory and Follow-ups.
- Extending administrative support for the Project Engineering Team, Project Manager and Project Director.
- Liaising with Product Vendors for supply of equipment, pricing, etc.
- Reporting project status to the management including schedules, cost and issues.
- Analyzing task changes within the contract statement of work and new commitments to the customer.
- Reviewing project metrics against quality objectives, targets and improvement goals.
- Ensuring that customer requirements are determined and met

Nizam Group: Sep'2006 – may'2008
IT Manager
(Engineering and Pharmacy collages across the Andhra Pradesh)

Project Handled:

 NEIT-Hyderabad-India

-        Role   :   Manager

- IT Department to cater the business needs of the organization and technical growth of the Department.
- Coordinate priorities between the IT department and user departments.
- Approve and monitor major projects, preparing IT budget, priorities, standards, and overall IT performance.
- Oversee the development and maintenance of the IT strategic plans.
- Review the adequacy and allocation of IT resources in terms of funding, personnel, and equipment and service levels.
- Formulating plans for change policy, schedule, release & fit for purpose testing / acceptance, rollout, communication & training, distribution and installation.

International Lube FZC: Jan '04 – May'06
Network Administrator
(Oil and Petroleum)

- **IL-FZC-Sharjah-UAE**

Role   : Network Admin

-        Role   :   Network Administrator

- Managing multi phased project to support introduction and hosting setup for multiple enterprise level networks.
- Conducting assessments, document findings, identifying gaps and developing recommendations for improvement in network management based on company standards.
- Imparting knowledge of tools used in support and implementation of network management within IT and to the users.

Noortech Ltd: Nov '02 – Mar'03 Security
Systems Engineer
(Security solutions provider having clientele across the Gulf)

- **Noortech Ltd-Jeddah-KSA**

Role   : Security System Engineer

- Installation and Configuration of Access Control, Bio-metric, Fire Detection and Fire Alarm Systems.

- Formulating plans for change policy, schedule, release & fit for purpose testing / acceptance, rollout, communication & training, distribution and installation.

Al Faisalliah Group: April'01 –Sep'02 Network Administrator
(IT Solutions and Services Division for Royal Saudi Air force Project)
Managing Infrastructure, Solutions Designing, Project Completion, Presales & Client Support and Planning for various projects

Project Handled:
- **Al Faisalliah Group-Jeddah-KSA**

Role   : Network Admin
- Leading design, engineering, implementation, advance communications systems / network service technologies and strategies for enterprise-wide network infrastructure consisting data, voice & video initiatives.
- Providing suggestions on tools, routers network devices & configurations.
- Generating project proposals, defining scope of work, conducting site survey & pre sales meetings, evaluating quotations and performing QA/QC check for Purchase Orders.
- Handling Network & System Administration of a heterogeneous environment consisting CITRIX on Microsoft Operating Systems.
- Managing documentation, MOPs, installation of new software releases, system backups, recovery, troubleshooting and replacement of software-hardware systems.
- Reviewing projects to ensure that goals are met.
- Provide Training to end user.

Network Management Group: Feb 1997 – Jan 2001 Network Engineer
(Network Solutions Provider- Educational Institutions, Oil & Gas, Petrochemicals, Power Generation & Distribution, Communications and Health Care) **Project Handled:**
- **Network Management Group-Hyderabad-India**

Role: Network Engineer
- Junction 2K Project Implementation – Integration of COM Network with TNMS network
- Managing overall operations of NMS network comprising of multiple servers at central & remote locations.
- Developing procedures for fail over, disaster recovery, hardware & software configurations.
- Member of commissioning data communication network for IS.
- Overseeing project lifecycle, installation, development and maintenance of hardware & software as well resolving related problems.
- Executing test plan in a high speed communication lab environment and integrating high-speed components for SDH applications.
- Working on NMS & solved routing faults in backbone & backhaul networks.
- Discussing client requirement for building network topology and using TNMS for achieving fault tolerance, configuration, performance, security & accounting management.
- Integrating TNMS into Lucent Management system using Open CORBA Interface.
- Generating Method of Procedures and coordinating with product designers for complete support including design guides, application notes, reference design, etc.

Personal Details

Name	:	**SHAIK ABDUR RAHEEM**
Languages	:	English, Arabic, Hindi, Urdu and Telugu
Marital Status	:	Married
Age	:	46 years
Nationality	:	Indian
Driving License	:	Qatar, KSA and Indian

Contact

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