

NAJI A. DUMARIAH

RICHANY ST. DOWHET ARAMOUN • MOUNT LEBANON, LEBANON - Age: 25
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Objective

A position where I can utilize my IT skills for achieving the target and developing the best performance in my workplace. I would like to implement my innovative ideas, skills and creativity for accomplishing the tasks and projects.

Work Experience

- **[January 2017 – Present] Rafik Hariri University RHU** Mechref, Damour, Leb
Junior System Administrator
 - Active Directory and Group Policies Administration.
 - Exchange Online Administration.
 - File Server Administration.
 - WSUS Server Administration: Application & 400 Clients.
 - McAfee Endpoint Orchestrator: Application & 400 Clients.
 - Office 365 Portal, and features Administration.
 - Datacenter Administration and maintenance.

- **[August 2013 – Nov. 2016] AUL University**
IT Helpdesk Specialist
 - Maintain network servers and facilities.
 - Manage shared folders and software license server.
 - Design, deploy, and develop LANs, WANs, and network switches.
 - Maintaining & Monitoring the University's IT equipment.
 - Troubleshooting hardware and software problems of Staff and Faculty.
 - Installing, and configuring of programs/ Operating Systems and applying update patches.
 - Prepare PCs for staff, faculty members and Labs.
 - Troubleshooting Labs' PCs, and heavy-duty Scanners, Printers problems and solve them.
 - Prepare reports for the director about any IT problem.
 - Microsoft SharePoint Content Management System.
 - Training of staff and faculty members on new IT Technologies added to the university.
 - Provide students, staff, & faculty members support to ensure the effective and timely resolution of IT problems.

EDUCATION

- [2017 - 2019] Rafik Hariri University Mechref, Lebanon
Masters of Business Administration
- [2012 - 2015] AUL University Beirut, Lebanon
Bachelor of Science in Computer Science
- [2009 - 2012] Rafik Hariri Institute RHI Beirut, Lebanon
Lebanese Official BT3 Degree in Information Technology

Certificates

- [In Progress] MCSA (Windows Server 2016) Beirut, Lebanon

SKILLS

Inter Personal Skills

- Excellent team leader, worker / can work under pressure
- Ability to act independently
- Excellent communication skills
- Can interact with any kind of personalities of people
- Preparing reports, and ability to meet deadlines.
- Decision maker and can handle responsibilities
- Excellent Presentation Skills

Computer Skills

- Ability to prepare and install all the new computers
- Excellent in troubleshooting all IT Problems.
- OS under windows, and Mac.
- Research
- Expert in Microsoft Office programs (Word, Excel, Power point, Access)
- Excellent Hardware and software maintenance

Programming Languages

- Java / C++ / PHP / Java-Script / HTML 5/ C#

LANGUAGES

Fluent in Arabic and English (spoken and written)

References

Available upon request.