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                                 **Date of birth**: 05-Jan-1985

# SWAYDAN ALI

**Objective**

I am seeking to widen my experience in your respectable company and to obtain a responsibility and challenging position where my education and work experience will be utilized in a way to meet my targets and the Company's missions.

**Education**

**American University of Culture and Education AUCE (2009-2012)**
- BS Computer Science

**Institut Pedagogique National de l'Enseignement Technique I.P.N.E.T. (2003-2008)**
- Technical License in Telecommunications (LT)
- Superior Technical in Electronics (TS)
- Laboratory assistant

**Certifications**

**I.T Grammar**
- **CCNA (May 2014)**
  - Routing and Switching
- **MCSE: Messaging (January 2014)**
  - Core Solutions of Microsoft Exchange Server 2013
  - Advanced Solutions of Microsoft Exchange Server 2013
- **MCSA (October 2013)**
  - Installing and Configuring Windows Server 2012
  - Administering Windows Server 2012
  - Configuring Advanced Windows Server 2012 Services

**Formatech**
- **CEH (Oct 2018)**
- **Oracle Database (Dec 2017)**

**Work experience**

- **Infrastructure Administrator at Food and Drug Corporation SAL (since April 2015)**
  - Supervises, trains, and guides IT Infrastructure Team
  - Responsible for Hardware and Software maintenance, including the assessment of capacity, risk and capability for future requirements.
  - Provides network designs and recommendation to improve performance and reliability
  - Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the end users. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.
  - Participates in the IT Budget preparation and in the formulation of the IT policies and procedures.
  - Develops and monitors the approved annual operating and capital budgets for information and technology systems.
  - Reviews all hardware and software acquisition and maintenance contracts.
  - Works closely with vendors and coordinates with them when needed

- **System Administrator at Food and Drug Corporation SAL (August 2013/March 2015)**

  - ➢ Day-to-day System Administration duties: User account creation & management, server and workstation maintenance, installation, and configuration, disaster recovery, data management, data protection and network management.
  - ➢ Initiates preventive maintenance on the operating systems as well as repair to system/environment problems.
  - ➢ Manages and administers Windows Server (Active Directory, DNS, DHCP, and WSUS), Microsoft Exchange Server, Web Filter and Mail Filter.
  - ➢ Installs and supports VMware virtual server, VERITAS Backup Exec, Net Backup, Antivirus.
  - ➢ Creates and manages TCP/IP networks based on CSICO Platforms (Routers, Switches and firewall)

  - ➢ Maintains and administers all the static and dynamic network routes for LAN/WAN.
  - ➢ Ensures the proper maintenance of VLANs and access lists (ACL) on critical switches and routers for security purposes.
  - ➢ Maintain redundant configurations for critical network elements.
  - ➢ Backup routers, switches, and firewalls configuration files.
  - ➢ Works Closely with vendors, and Performs Vision Solution administration duties that are required to maintain and manage high availability of the platform and disaster recovery solutions.
  - ➢ Participates in the I.T budget preparation and in the formulation of the I.T policies and procedures.
  - ➢ Provides concerned employees with technical advice and help.

- **System Administrator at The Daily Star Newspaper (February 2009/July 2013).**

  - ➢ Day-to-day System Administration duties: User account creation & management, server and workstation maintenance, installation, and configuration, disaster recovery, data management, data protection and network management.
  - ➢ Diagnoses hardware and software problems and replace defective components.
  - ➢ Performs data backups and disaster recovery operations.
  - ➢ Maintains and administers computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
  - ➢ Plans, coordinates, and implements network security measures in order to protect data, software, and hardware.
  - ➢ Operates master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
  - ➢ Performs routine network startup and shutdown procedures, and maintain control records.
  - ➢ Manages and administers Windows Server (Active Directory, DNS, DHCP, and WSUS), Microsoft Exchange Server, Lotus Notes, Web Filtering and Mail Filtering.

- **Technician at Interlogic Computer Systems (August 2008/January 2009)**

  - ➢ Responsible of support of personal computers
  - ➢ Installation and support of operating system
  - ➢ Repairing printers
  - ➢ Implementation and training on ready-made packages

**General Skills**   Responsible, Ambitious & Motivated.
Enthusiastic to work in groups and project teams.
Capable of conducting productive meetings and getting ideas to other parties.

**Languages**   Arabic, English, French
**Nationality**   Lebanese.
**References**   Available upon request.