

# Khaleel Ahmed Mohammed

System Administrator

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✉️ Hyderabad, Telangana-02

## CAREER OBJECTIVE

Diligent professional with 12 years of work experience and a proven knowledge of advanced technology, benchmarking and capacity planning. Aiming to leverage my ability to successfully fill the system engineer role at your company.

## EXPERIENCE

### SYSTEM ADMINISTRATOR, TELANGANA, INDIA

VACO, November 2019-Till Date

### SYSTEM ENGINEER, RIYADH

Astra Industrial Group, June 2013 - November 2019

- ITAM Administrator SAM & HAM Project for CAE Canada (Remote Support) Undergoing ServiceNow Training
- Intune Migration of POS & KDS Devices for an organization in USA (Remote Support)
- Performed routine network startups and shutdown procedures and maintain control records.
- Maintained existing hardware and software with scheduled updates and patches.
- Oversaw software and hardware installations and updates.
- Spearheaded system and network analysis to uncover and mitigate security risks and performance issues.
- Configured servers to meet functional specifications.
- Used manuals and automated tools to analyze and predict system performance under different operating conditions.
- Documented designed specifications and installation instructions for company wide use.
- Tested and verified software patches to restore or enhance system performance.
- Provide advice on project costs, design concepts and design changes.
- Provide technical guidance in support of system development and troubleshooting.
- Selected hardware and software components required to meet user needs
- Communicated project information through presentations, technical reports and white papers.
- Monitoring Hardware and Software:
  - a) Underused/Overused Software Licenses
  - b) Number of IT assets (Asset Inventory)
  - c) Expired Warranties
  - d) Cost of Maintaining an IT Asset
  - e) Licensed vs. unlicensed software.
- Managing the asset lifecycle is crucial to ensure their assets are used efficiently and effectively.
- Keeping Track record of IT Assets Usage (SaaS apps, data, and systems)
- Manage software licenses and warranties.
- Communicate And Set Asset Purchasing Policies and Enforce Asset Purchasing Policies
- Discover And Evaluate Potential Risk and Take Actions to Mitigate Risks
- Share Important Metrics with Teams members.
- Enables IT Team to Effectively Manage License
- Notifies IT Team About Upcoming Renewals
- Categorize All the SaaS Apps Present in The Organization's SaaS Stack
- Preparing Organizations for Compliance Audits

## RESIDENT SYSTEM ENGINEER, RIYADH

Astra Industries, June 2012 - June 2013

- Conducted hardware and software tests.
- Spearheaded system and network analysis to uncover and mitigate security risks and performance issues.
- Communicated project information through presentations, technical reports and white papers.
- Evaluate current and emerging technologies to assess cost and compatibility.
- Collaborated with engineers and software developers to select appropriate design solutions and ensured compatibility of system components.
- Documented design specifications and installation instructions for company-wide use.
- Communicated with staff and clients to understand specific system requirements.

## RESIDENT SYSTEM ENGINEER, JEDDAH

NATCOM, February 2009 - May 2012

- Responsible for client-side support (British American Tobacco)
- Maintaining backups and restoration
- IT equipment inventory control-ensure proper control of IT equipment.
- CMS website management
- Installation and configuration of centrally controlled access points.
- Revision and implementation of IT policies and procedures advised by the Auditors.
- Configuring and installation for Polycom (Video Conferencing) device.
- Expertise in configuring IP Telephony, maintaining switches, cable termination.
- Maintain and rack mounting network devices.
- Performing first response during scheduled off-hour times to quickly mitigate outages and return the client system to a nominal working state.
- IT arrangement of Annual General Assembly
- Testing and installing of new operating (Windows 8.1, 10) and its supporting applications.
- Training client on system usage.
- Responsible for taking backups for the servers, on a daily and weekly basis.
- Prepare a demo server for training and checkup the products

## EDUCATION

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### BACHELOR OF COMMERCE IN COMPUTERS, Hyderabad, TELANGANA

Dr. BR Ambedkar University, March 2006

### BOARD OF INTERMEDIATE IN CEC, Hyderabad, TELANGANA

Neo Quantum Jr. College, March 2002

### HIGH SCHOOL SSC, Hyderabad, TELANGANA

Central Public School, March 2000

## SKILLS

Server Operating System: Windows Server 2008, 2003, 2000, NT4.0

Hardware and Software Monitoring

Technical Documentation and Reporting

VMWare Virtualization

Team Communication and Collaboration

Client Operating System: Windows XP, Windows 7, Windows 8.1, Windows 10, Windows 11

Active Directory

Cloud Services

Vendor Relationships

Windows Server Update System (WSUS)

Operating System Testing

Microsoft Servers: ISA Server 2004 & 2006

Storage Network Design

Switches and Routers

Backup Testing

Printer and Peripherals

Technical Analysis

DHCP

DNS

Virtual LAN

User Management

## CERTIFICATIONS

- Windows server 2008 Administration Trained Certified professional trainings
- Microsoft 365 Administrator (Corporate Training)
- Content Management System (Website Management)
- Microsoft Azure Administrator (Corporate Training)
- Microsoft Certified Information Technology Professional (Enterprise Administrator)

## LANGUAGES


Can communicate very well in English, Hindi, Urdu, Arabic & French Beginner

## REFERENCES

Available on Request for Current Employer

**AHMED ALSHAIKH** Astra Industrial Group


**Chief Information Manager** - Direct Manager

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**MOHAMMAD ALABDULKARIM** Astra Industrial Group

**OFFICE MANAGER GROUP PRESIDENT** - Colleague

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