MOHAMMED SADIQ

Contact

+971 54 502 2124
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Abu Dhabi, UAE

Languages

English (*fluent*)
Arabic (*basic*)
Hindi (*fluent*)
Malayalam (*native*)

Education

Bachelor of Engineering (Information Science)
[2008-2012] - VTU, India

Other Info

Date of birth: **26/08/1990**
Place of birth: **Dubai**
Gender: **Male**
Nationality: **Indian**
Visa Status: **Visit Visa**
Driving license: **Valid**

Summary

Detail-oriented professional with experience in IT Technical Support, IT infrastructure, IT projects, data recovery and data communications. Frequently praised as diligent by peers, I can be relied upon to help your team achieve its goals.

Skill Highlights

- IT Governance
- IT Technical Support
- IT Budgeting & Asset
- Project Management
- SQL Database
- ERP, CRM, MS Office
- Effective Communicator
- Team Player & Mentor

Experience

SYSTEM & NETWORK ADMINISTRATOR-

PARCO GROUP, Abu Dhabi & Dubai	[Oct 2013 to Jun 2022]
AL MADINA GROUP, Abu Dhabi	[Jul 2022 to Aug 2023]
CAREER GAP, Family Emergency	[Sep 2023 to Aug 2024]
BUY FRESH Hyper, Temporary	[Sep 2024 to Till date]

- Supervised and managed day-to-day operations of IT department by overseeing projects and providing technical support to staff.
- Administered and maintained IT infrastructure, including servers, systems, networks, database and related peripherals.
- Performed maintenance activities to keep systems running smoothly.
- Monitored system performance regularly and pinpointed areas to improve.
- Analyzed business requirements to design appropriate IT solutions.
- Coordinated and implemented new IT projects or initiatives to meet entire department goals and achieved company objectives by combining business and technological plans.
- Managed delivery of projects and programs to achieve desired outcomes.
- Evaluated organization's technology use, processes and future needs to recommend improvements.
- Trained staff on the use of new technologies and technical procedures.
- Assessed vendor proposals for products or services related to IT needs.
- Reviewed contracts for compliance with company standards.
- Liaising with outsourced equipment / service providers in case of issue and upkeeping their respective contracts.
- Managed and maintained all IT license and ensured they are up to date.
- Managed and controlled department budget, reviewed quotes and invoices for accuracy and approving payments.
- Created detailed documentation of system configurations and processes.
- Created and maintained IT asset inventory and performed yearly audits.
- Stayed abreast of advancement in technology.
- Maintained and generated reports from SQL database.
- Excellent knowledge of ERP, CRM, MS office applications.