**Noziroh B. Aseoche  
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Professional Summary:

Analytical IT Professional who applies hardware and infrastructure design, installation, administration and configuration knowledge to support growing businesses and increase productivity. Talented at resolving highly technical issues efficiently to maintain uptime and increase productivity levels.

Skills:

Troubleshooting  |  LAN and WAN knowledgeable |  Network Administration

SAP IT Service Management  |  Strategic Planning  |  VPN & IPsec  |  Effective Communication

Server Administration | Firewall and Web filtering | Performance testing

Data Backup & Recovery  |  Business Continuity  |  Superb interpersonal skills

Work History:



MSG Global Solutions PH – Makati City

Title: IT Administrator  
Position: IT Consultant  
April 2015 – Current  
  
Job Summary:  
Task to manage IT Department operations and projects for infrastructure for business processes.

Duties and Responsibilities:

* Officer in charge for Infrastructure operations and project management.
* Collaborates with MSG Global for infrastructure operation projects implementation
* Ensure that Firewall is functioning properly and running in High Availability redundancy.
* Performs Fortinet Firewall administration, monitoring and configuration (Fortigate 200b, Fortigate 60c and Juniper SRX & EX series)
* Performs Network Infrastructure monitoring using Forti-Analyzer, Wireshark, Cacti and OpManager
* Tasked to keep the network stability and proper management of Network Infrastructure,

Layout, cabling, and configuration. Cisco Catalyst 3750X, Cisco Catalyst 2960s and POE switches

* Primary point of contact of ISP for proper channeling issues related to internet.
* Tasked to keep the servers working properly and management of Server administration running on Windows Server 2008 and 2012 File Server, IDES Server, DHCP Server, VMware, Hyper-V, Application Servers as well backup management
* SAP IT Service Management for IM, SLM and CRM
* Administer SharePoint services locally for document management
* Manage Avaya IP Office 500v2 & Avaya IP phones /PABX Telephony maintenance and configuration
* Administer Call Accounting system SpeedCAS
* Polycom Video conferencing maintenance and configuration
* Performs Rover systems CCTV monitoring, backup and configuration
* Performs Biometrics installation, maintenance and configuration; Administer Timekeeping System
* Troubleshoot hardware and software related issues on laptop
* Perform installation and configuration of company’s standard OS and apps to each laptop unit
* Administer Symantec Endpoint Protection anti-virus management and windows updates
* Serve as a primary point of contact for vendors, review vendor products, proposals and contracts.
* Maintain and updates inventory of IT equipment and software licenses and patch upgrades.
* Performs UPS calibration, maintenance and testing.
* Create Incident Reports and Escalate problems/ issues to management.
* Performs other tasked assigned by the management.



Banco de Oro Unibank, Inc. – Makati City

Title: Requisitions Specialist  
Position: IT-Operations  
Sept. 2014 – March 2015

Job summary:

Primarily responsible for receiving, monitoring, validating and processing of all IT related requests.

* Monitored company-wide trouble ticket queues
* Completed remote repairs involving software solutions and hardware repairs
* Incorporated feedback and recommendations from other staff members when modifying software
* Served as a liaison between the user community and software providers

Education:

BACHELOR OF SCIENCE Information Technology

Philippine Women’s University (CDCEC) Career Dev. And Continuing Education Center

Sta. Cruz, Laguna | 2014

Accomplishments:

* Support over 140+ client users / employees in the office site (locally and remote)
* Completes support installation of client images over 120 laptops in Lotus Notes via PXE boot
* Maintain the IT Infrastructure with minimal supervision / Solo administration for over 2 years
* On call 24/7
* Maintained High availability uptime through preventive maintenance and system improvement
* Collaborates with other colleagues across Germany, Bangalore, Singapore and other msg-Global sites for global projects
* Supports the implementation of Juniper Networks Migration locally in PH site
* Implement upgrades of CCTV devices, Biometrics devices and other IT procurement for business continuity