BDUL NAEEM LATIFY
ORANGE COUNTY, ANAHEIM, CALIFORNIA

CONTACT

📞 714-650-7598

💬 anlatify@skype.com

✉ anlatify@live.com

PROFILE

Bringing over 5 years of experience in Information technologies with 3 years of experience in System Administration and Troubleshooting, Network management include, Audits, Implementation, Administration, Analyses, Operation & troubleshoots with a solid management skill, capable of leading and motivating individuals to maximize levels of productivity, while forming cohesive team environments. Exceptional communicator focused on building strong client relationships.

SKILLS

- MICROSOFT WINDOWS SERVER
- ACTIVE DIRECTORY
- OPERATING SYSTEMS
- INFORMATION SECURITY
- DISASTER RECOVERY
- NETWORK MONITORING
- USERS/GROUP POLICIES
- DNS/DHCP SERVICES.
- VOIP SERVICES
- LINK AGGREGATION
- ROUTING
- SWITCHING
- COMPUTER IMAGING
- PC/NETWORK SECURITY
- CISCO ROUTERS/SWITCHES COUNFIGURATION

EXPERIENCE

Arcadia Chair Company
August, 2018 to Present
Monitor and Respond to All Help Desk Requests in a Professional, Thorough and Timely Manner
Provide Technical Support for Issues Related to IT Systems, Phone Systems, Software and Hardware
Resolve Routine Office IT Issues Including Phone, Fax, Printer, AV, Access Control and Email Issues
Assist Remote Employees through screen connect software
Thoroughly Document Internal Procedures
Provide network technical support, routing, switching, Trucking, and Port Aggregation/port channel in Cisco nexus 3000 series switches
Conduct Staff Training
Set Up New Employees, Domain User account, password, email, and profile
Suggest Possible Improvements on Procedures
Report Significant and Recurring Issues for Higher Level of Support
Working on imaging software (Macrium)

ICT Specialist in WB/CCNPP
2016-2018
Troubleshoot and support local network, remote office networks, and WAN connections between office and Client home computer,
Assist with updating/maintaining current policies, procedures and other documentation
Maintain and troubleshoot servers, firewalls, network appliances, and Monitor Firewall logs
Maintain and troubleshoot critical software and monitor backup applications
Monitor and maintain anti-virus, anti-spam and patch management applications
Assist with user onboarding
Maintain phone system, including moving phones, setting up voice mail.
Maintain other equipment, including mobile devices and AV equipment
Assist with planning and preparing and implementing new projects

- ◦ SERVERS MAINTENANCE/ ADMINISTRATION
- ◦ PATCH MANAGEMENT
- ◦ FIREWALL CONFIGURATION
- ◦ CLOUD COMPUTING
- ◦ PC/SERVERS TROUBLESHOOT
- ◦ TICKETING
- ◦ DOCUMENTATIONS

EDUCATION

Fullerton College
January 2020 to Present

Computer Science

Mashal University
2014 - 2018

Bachelor in Business Administration.

Alkhozarwia High School
2008

CERTIFICATION

CompTIA A+

CompTIA Network+

CompTIA Operations Specialist

ICSI | CNSS (Certified Network Security Specialist)

MCP: Microsoft Certified Professional

Coursera: System Administration and IT Services

Coursera: Cloud Platform Fundamentals: Core Infrastructure

Perform current state analysis of client systems, provide documentation and recommendations based on project scope
Assist with Installation and configuration of enterprise-level software
Effectively troubleshoot software issues, and perform research for resolution

IT Officer Asian Development Bank
2014-2016
Provide timely support and serve as the primary contact for critical and high application/network-based outages
Provide support to users and troubleshoots/resolves problem
Maintain computers, networks, printers, WIFI access point, servers, security cameras etc.
Create/administer/troubleshoot active directory users/group policies
Plan, coordinate and implement server installations, upgrades, and routine maintenance and prioritize and respond to issues as needed
Monitor and tune systems to achieve optimum performance levels provide performance statistics and reports.
Define and perform server backups and recovery procedures
Participate in development, testing, and implementation of business continuity and disaster recovery plans
Collaborate and coordinate with other functional areas within IT to ensure reliability of IT infrastructure and Security.
Manage and administer Networking system, Switches, Routers, and firewall.

IT Officer Afghan United Bank
2012 – 2013
Provide Support to end-users with IT-related problems in a responsive and service-oriented manner.
Install, configure and maintain windows server operating systems,
configure and maintain Microsoft Active Directory, DNS and DHCP, WSUS, services,
Setup, management, and maintenance of IT-related equipment.
Monitor backup jobs and ensure high level of completion success rate.
Help processes in place to maintain a stable network environment.
Assist the IT director with project work to grow the technology infrastructure of the organization.
Provide troubleshooting, installation, and implementation of systems.
Ensure data integrity with regard to our fixed asset inventories.
Provide input and recommendations to the organization surrounding hardware and software processes.

IT Specialist USAID/ Agriculture Credit Enhancement
2010 – 2012
Internet protocols and services DNS, DHCP, CDN, IPv4 and IPv6
Advanced routing and network configurations including VLAN's, QoS, Wire Shark,
Active Directory construction and maintenance including OU/Groups/User management, AD Group Policy creation, assignment and troubleshooting
Windows file and folder security and permissions
Server Role planning, installation, management and troubleshooting. DNS, DHCP, File/Print,
Server Application planning, installation, management and troubleshooting
Cloud service implementation, migration and management