

Muhammad Haseeb Ghauri

1315 Calle De Las Granvas, Livermore, CA 94551 ▪ (925)-400-3439 ▪ haseeb.ghauri94@gmail.com

OBJECTIVE

Seeking an opportunity to utilize my skills and abilities, that offer me a challenge in a dynamic environment. Looking forward to working in an information security, cybersecurity, network security or a related field.

EDUCATION

San Jose State University

Bachelor of Science, Business Administration – Management Information Systems

San Jose, CA

December 2017

CompTIA Security+ Certified



April 2018

EXPERIENCE

CareerBuilder

Security Analyst, End-User IT Engineer, and Helpdesk Tech

Pleasanton, CA

June 2018 - Present

- Alert Logic - Worked as a Security Analyst to assess threats and determine vulnerabilities using Alert Logic network scans
 - Scanned Careerbuilder and Workterra networks regularly and created tickets company wide to address weaknesses
 - Collaborated with multiple teams to update different departments with solutions to eliminate vulnerabilities
 - Ensured departments within the company met the required criteria provided by the network scans
- Tenable -Vulnerability Management - Admin role on Tenable access for vulnerability management
 - Scheduled network vulnerability scans using Tenable for Workterra environment
 - Collaborated with users, CB IT, and departments within the company by making tickets with stakeholders
 - Participated in teams to remediate network vulnerabilities by providing smart solutions and quick fixes
- Okta - CareerBuilder - Manage access for CareerBuilder users
 - Granted and terminated access based on job role required by the manager
 - Controlled access to okta tiles + unlocked user accounts
- Workterra HiTrust Compliance - Collaborated with CareerBuilder Governance team to pass HiTrust certification
 - Gathered artifacts to highlight existing processes met the security compliance policies
 - Provided data flow from the organization to prove Workterra complied with PII/PHI Security framework and network structure, data structure, security tools in place met HiTrust requirements
 - Ensured company's data flow was checked for accountability by defining user and client roles
 - Confirmed the data disposal was being done according to the HiTrust policies
 - Ensured the PII sensitive data was protected and transferred via Sharefile encryption
 - Workterra passed HiTrust compliance certificate after our team successfully met the policy requirements
- Office 365 Migration
 - Configured O365 mailboxes to sync mailbox data from Exchange
 - Utilized Migration Wiz to migrate existing Exchange users to Office365 platform
 - Ensured Shared Mailboxes and Distribution Lists are synced
 - Enforced HiTrust compliant Data Loss Prevention policies for Workterra
 - Replaced Sharefile by implementing Permissions encryption process within O365
- Fuze Phone Migration
 - Installed new Polycom phones and disassembled previous Mitel phones
 - Migrated phone numbers from Convergence to Fuze with both providers support teams
 - Ensured all the users had existing phone numbers and extensions
 - Configured Fuze Call Center for Workterra by collaborating with CB Telephony team
 - Enabled VOIP for remote users to use Fuze through Smartphone application
 - Saved huge amount of money as a result of Fuze migration, almost more than half of the monthly cost
- Active Directory - Managed user profiles and user access
 - Created new hire user accounts and granted access based on job roles and approved requests
 - Reset passwords, provided temporary passwords, and changed access on approved requests
 - Disabled user accounts for terminated users
- FTP Admin - Ensured FTP access requests were handled according to HiTrust policies
 - Collaborated with Client Executives to determine access for client FTP users
 - Managed access creation and deletion based on client status with the company
 - Ensured required policies and criterion met for access granted to internal staff and clients
- Zoom Meetings and Zoom Room setup - Managed admin role for Workterra Zoom Meetings

- Ensured Workterra users have Zoom accounts for Video-conference calling
- Trained users for screen-sharing options + supported to host webinars for Workterra and CareerBuilder
- Installed zoom room - installed hardware for Zoom Room and enabled the application with iPad and camera in a conference room
- Remote Support: used Bomgar to support remote users
 - Resolved VPN related access issues
- Hardware experience - Built user workstations, provided user training for platforms and applications used in the company
 - Maintained fax, printer, and scanner related jobs
 - Installed desk phones and connected to Fuze company-wide communication system
 - Imaged laptops for remote users and encrypted machine drives using Bitlocker for data protection
- Helpdesk IT tickets - Administered Workterra Help-Desk queue
 - Developed runbooks for frequently asked questions and how-to documents for quick resolutions
- Bay Alarm - Monitored access for entry and exit points for the premises to ensure security and accountability
- BigAnt IM - Managed access and support for Big Ant console to provide instant messaging communication for Workterra
- Cisco Any Connect and DUO Mobile - Managed user connectivity to Cisco Any Connect VPN and DUO for authentication
- Edgewave and Symantec Gateway - Monitored inbound network traffic using Edgewave and controlled the outbound traffic using Symantec
- File Share - Set access permissions on folders in file exchange and mapped network drives as required based on job roles
- Firewall and Whitelisting
 - Confirmed IP's and URLs approval by Workterra leadership group
 - Worked with CB Network team to Whitelist IP's and URLs once approved
- Outlook Exchange Server/OWA - administered the mail system
 - Enabled email access, grant mailbox access approved by managers for remote users
- Server room - Installed server room hardware and configured required updates on servers

Wavestrong, Inc.

Security Analyst Intern

Pleasanton, CA

Jul 2017 - Apr 2018

- Learned about information and data security by focusing on CIA triad in cybersecurity
- Studied about network infrastructure, network tools, and protocols
- Gained knowledge about network tools such as firewalls, DMZ, IDS, IPS systems

Q Analysts LLC

Data Collection Technician for OCULUS at Facebook Headquarters

Menlo Park, CA

Jan 2018 - Feb 2018

- Implemented Linux for data collection on products in order to gain user feedback
- Tested products for OCULUS to enhance the user experience and product performance
- Demonstrated data testing to determine product capability
- Achieved better features for the upcoming Virtual Reality products at OCULUS

Surplus Service (San Jose State University)

Marketing System Upgrade (Senior Project)

San Jose, CA

Aug 2017 - Dec 2017

- Extracted emails from company's current database and transferred into Drip marketing system
- Implemented a medium to send targeted sales promotions depending on products and recipients
- The team performed exceptionally well, therefore our Marketing System got selected and the company officially utilizes it

FMLClothing.com (San Jose State University)

Web Application Developer (Junior Project)

San Jose, CA

Jan 2017 - May 2017

- Developed a mock business website to market a clothing brand
- Configured Altrivista to build a web application for a business and potential customers
- Integrated several pages, implemented features such as geo-tag and enabled feedback page to connect customers to business

Web Development (San Jose State University)

Web Application Developer (Project)

San Jose, CA

Jan 2016 - May 2016

- Built a platform for employers and job candidates by using Microsoft Access to connect and share information
- Drove efficient search mechanisms in the database using MySQL to match employers and potential candidates
- Designed and implemented the GUI through Visual Basic, achieved successful results

Skills & Expertise

- Web Development: Altrivista, HTML and Visual Basic through Visual Studio
- Networking: Familiarity with TCP/IP Networking, Windows OS, Apple iOS, Microsoft Office, CompTIA Security+