

KRIDENTIA GROUP OF COMPANIES

Job Title:	SYSTEM ADMIN
Department:	POST SALES DIVISION
Company:	KRIDENTIA INTEGRATED SERVICES
Reporting Superior:	DAIRWAN NORDIN
Location:	PDRM, BUKIT AMAN
Job Summary (Purpose of Job)	Responsible for managing, troubleshooting and configuration at Central and remotely for branch (BIOFIS and BIOFACS)
JOB DESCRIPTION	
	<ol style="list-style-type: none"> 1. Responsible for daily operations of the BIOFIS and BIOFACS system at PDRM. 2. Repair and resolve daily transaction errors from BIOFIS system. 3. Ensure 98% hardware system integrity awareness. 4. Monitor and resolve daily reported problems from PDRM Helpdesk. Maintained 99% SLA. 5. Perform maintenance activity and produce PM and CM claim reports. 6. Assist Project manager to manage team PDRM. 7. Take lead for all the system operators. 8. Assist RE/FE onsite and any adhoc from time to time. 9. Assist IDEMIA perform weekly and monthly maintenance activities.
Requirements	<ol style="list-style-type: none"> 1. Diploma or Bachelor's Degree in Computer related field. 2. Technical proficiency in numerous platforms, network protocols and administration tools. 3. Excellent problem-solving skills with good interpersonal skills. 4. Ability to work in high-pressure situations.
Additional Requirements	

The above Job Description and Scope of Duties are the essentials for the position and not exclusive. The Management reserves the right to amend, alter, modify, add or delete the scope as and when deemed fit, to suit the business operations of the Company.

Position holder is required to perform and execute any given duties from time to time. Any grievances and/or ambiguity shall be referred to Chief Executive Officer for final deliberation.

Verified by:



(DAIRWAN BIN NORDIN)

Accepted by:



(NURALYA AIMAN BINTI ABDUR RAHMAN)