Professional Services Job Description (Staff-halim2016)

RESIDENT ENGINEER /SYS.ADMIN (Abdul Halim B.Mohd Ghani)

1. Responsible for the upkeep of all Yasmin and customer computers ,networks ,IP Phone & CCTV

2. Troubleshooting and attend calls for immediate repair work

3. Manage the company and customer servers and intranet by installing good security systems and protect the important information .

4. Keep a backup of all the data of the company , project ,PC's , Server's & Time Attendance System.

5. Design internal office software systems which can be used for filing and other internal office tasks.

6. Scheduling Preventive Maintenance on all IT peripheral to void problems in the future.

7. Up to date IT Asset Inventory list.(Tagging & re-version).

8. Maintain of related software compliance (Microsoft Action Pack Subscription-MAPS).

9. Report & Update to the management on the condition/status of the internal systems after every system check/Preventive Maintenance.