

ALABI, HABEEB OLAMILEKAN

7, Temple Street, Bariga, Lagos, Nigeria

Tel: 08024217259, **Email:** habeeb.olamighty22@gmail.com

Personal Profile

As a dynamic and dedicated Computer Network Engineer/Administrator with over seven years of experience. I have a proven track record in designing, implementing and maintaining secure and efficient network infrastructures. Experienced in troubleshooting complex connectivity issues and optimizing network performance. Also, adept at computer hardware maintenance, software installation (operating system/application packages) and I have knowledge in cybersecurity measures and committed to ensuring network reliability and data integrity. My goal is to leverage my technical expertise and strong team player with excellent problem-solving abilities to drive success and growth in your organization.

Core Skill

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| - Computer Networking (cable & wireless) | - Programming Languages |
| - Computer repair & maintenance | - Cybersecurity |
| - Problem solving skill | - Web development |

Work Experience

IT Consultant

2022 – till date

Youth Development and Empowerment Initiatives (YEDI), Fola Jinadu, Gbagada, Lagos

- Proactively providing consultative IT guidance and technical support to the organization, ensuring seamless operations.
- Successfully upgraded the company's internet facility to a more reliable and high speed, that serves the organizational purpose.
- Proficiently repairing hardware issues both laptop and desktop computers, minimizing disruptions and downtime.
- Expertly installed operating systems and application software that optimize computer systems functionality.
- Demonstrating flexibility by delivering remote support services promptly, enhancing the organization's remote work capabilities.
- Facilitating staff and volunteer training on various tech-related matters, fostering a tech-savvy workforce when needed.
- Performing periodic virus scan, anti-virus update and removal of anti-virus from PCs, resulting in prevention of company's computer systems from malicious attacks, malware etc.

IT Support officer

2020 – 2021

Jakin NGO, Iwaya Road, Yaba, Lagos

- Efficiently entered household data into the National Orphans and Vulnerable Children Management Information System (NOMIS) software, enhancing the organization's support for orphaned children.
- Effectively enhanced NOMIS server performance by upgrading the RAM and Hard Drive components, resulting in a remarkable 30% speed increase and 100% additional storage capacity.

IT Support Officer (Contract)

2018 – 2019

Swet Group Nigeria Limited, Lekki, Lagos.

- Designed, implemented and configured wired and wireless networks to enhance the company's network infrastructure, facilitate data sharing, and improve system accessibility.
- Established connection for individual computer systems within the network, utilizing static IP addresses to eradicate IP conflict, improved security, efficient data communication and reliability.
- Proactively monitored, diagnosed and managed computer systems and the network to minimize the risk of business disruptions and potential financial losses.

- Designed and implemented a comprehensive backup and disaster recovery strategies that ensured data integrity and business continuity in the event of system failures.

Head, IT Administrator (Contract)

2015 – 2017

First Cornerstone Finance & Investment Ltd, Ikeja, Lagos

- Oversaw and managed IT equipment across two branches of the company, centralizing control and implementing rigorous documentation for IT assets and infrastructure.
- Opened company's email account for newly employed staff members to eliminate the use of personal email accounts for official purposes, enhanced confidentiality, centralized email management, and prevented data leakage upon staff departures.
- Conducted comprehensive training sessions for newly onboarded employees, focusing on internal software usage and intranet email systems. This effort enabled staff members to be well-prepared for their roles and responsibilities.
- Conducted monthly IT inventories encompassing computer systems, printers, scanners, routers, tools, and more, ensuring accurate record-keeping and preventing equipment loss.
- Monitored and managed networks and servers, taking the lead in the installation and configuration of new hardware and software to align with company objectives.
- Successfully spearheaded the upgrade of the company's network infrastructure from a peer-to-peer design to a more reliable client-server network. This transformation resulted in significant enhancements, including improved data transfer speeds and reduced latency.
- Successfully upgraded internet facilities at both branches, transitioning from indoor modems to outdoor solutions at the branch office and implementing fiber optic internet at the head office. This strategic move led to a notable reduction in network outages, minimized downtime, and a substantial increase in network uptime rates and speed.
- Played a pivotal role in training, supervising, and mentoring junior network administrators, significantly elevating their technical competencies and overall efficiency.
- Proficiency diagnosed and repaired computer systems, application software installations, formatting, and deploying Microsoft operating systems as required, ensuring seamless workflow operations.
- Maintained, repaired, and replenished various printer types, with a particular focus on Laserjet and inkjet printers, ensuring consistent and high-quality printing services.
- Implemented access restrictions for staff members to curtail access to non-work-related websites during working hours, leveraging D-Link router features. This initiative resulted in a remarkable 25% improvement in staff work performance as they remained more focused on their official tasks.
- Developed and enforced comprehensive IT policies, fostering adherence and promoting the responsible use of office IT equipment.
- Safeguarded company data through systematic onsite and offsite backups, utilizing the Onedrive platform for data protection and future recovery needs.
- Actively participated in board meetings, contributing to the annual IT report submission process. This involvement provided valuable insights into the utilization of company IT resources and ensured alignment with regulatory standards, including those set by the Central Bank of Nigeria (CBN).
- Proactively protected the company from potential legal issues related to the use of unlicensed operating systems and office suites by swiftly acquiring genuine software licenses, averting potential repercussions.
- Assumed a pivotal role in monitoring and managing the company's banking software, holding the Super Admin role. This responsibility included promptly identifying and reporting platform issues to developers when they arose, ensuring the smooth operation of critical financial systems.

IT Administrator

2014 – 2015

Inspire soft Limited, Herbert Macaulay Way, Sabo Yaba, Lagos

- Deployed as a field computer and network engineer across multiple client companies, taking responsibility for the implementation and management of IT equipment. Proficiently addressed and resolved client's diverse IT-related issues, leveraging the transfer of knowledge and experience gained from one organization to facilitate swift solutions for others.

- Consistently generated weekly IT reports, offering valuable insights into ongoing activities. This practice facilitated the identification of client's specific challenges, underscoring the imperative for tailored solutions and developmental efforts.
- Fostered productive dialogues on IT solutions and the enhancement of client services, contributing significant insights. These insights served to empower the company's clients with access to comprehensive and unlimited IT support services, enriching their IT experiences.

Education and Qualifications

University of Lagos Bachelor's Degree - Social Work	2016 – 2021
Baptist High Senior Secondary School West Africa Examination Council	2006 – 2012

IT Certifications and Achievement

Software Engineering Programme ALX/ Holberton School Software Engineering/Web Development	2022–Till date
Google Digital Marketing Fundamental of Digital Marketing Certification	2020 – 2020
LinkedIn Learning CompTIA N+ CompTIA N+ (N10-007) Certificate of Completion	2020 – 2020
Cisco Networking Academy CISCO certified Routing & Switching (CCNA) – Expired	2015 – 2018
Nigeria Opportunity Industrialization Centre (NOIC) Ordinary Diploma, (Computer Hardware Maintenance & Networking)	2012 – 2013

Hobbies	Meeting people, reading, acquiring new skills, travelling and playing football
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Referee	Available on request
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