Systems Administrator Systems Administrator Project Coordinator | Project Analyst | Associate Project Manager Bolingbrook, IL - Detail-oriented IT professional with technical expertise in operations and systems administration with a proven track record of planning, managing, and coordinating IT initiatives and projects.   - Skilled in batch processing and application management with the ability to design and develop IT solutions, perform quality assessment testing, troubleshoot errors, and upgrade systems to assess business implications.   - Innovative team leader adept at designing and implementing project process improvements that augment efficiency and streamline workflow practices.   - Possess excellent project coordination skills, strong communication and attention to detail to prioritize tasks and produce high-quality deliverables within the scope of project timelines. Work Experience Systems Administrator Adtalem Global Education May 2016 to Present * Create, update and develop 4000+ batch jobs (Unix, Linux, Solaris, FTPs, and Windows) monitoring schedules and documentation to support automation while managing efficient operational and auditing requirements. * Continuously administer Applications Manager V9 Batch Scheduler to fulfill order requests from external teams. * Validate schedules and calendars to ensure accuracy to mitigate improper runs and eliminate scheduling errors. * Identify opportunities to automate manual processes on time. * Acted as Project Manager in collaboration with IT Tools team to successfully upgrade AppWorx to AM9.2 and generated plan to automate manual processes; served as liaison between business and technical aspects of project.   * Successfully designed, tested, and implemented Banner and DegreeWorks applications; implement cost control functionality through automated refunds, billing, and disbursement within the system. * Support 2nd level troubleshooting of business applications and systems to ensure usage for business. * Provide training to Operations Center personnel on batch monitoring and other technical procedural standards.   * Serve as Business Analyst by gathering and evaluating requirements for the automation team. Associate Operations Center Technician Adtalem Global Education January 2015 to May 2016 * Monitored servers, network and applications utilizing AppWorx, Nagios, Network Node Manager, System Center Operations Manager, Telepresence and Zabbix. * Executed Tier 1 and Tier 2 support for Adtalem Global Education including domestic and foreign operations. * Initiated service restoration

calls with support teams and management to resolve operational outages. * Created monthly reports, documented procedures, and completed other assigned projects. Education Master's in Project Management Keller Graduate School of Management May 2018 to June 2019 Master's in Business Administration Keller Graduate School of Management - Tinley Park, IL September 2015 to February 2018 Bachelor of Science in Networking and Communications Management in CISCO Network Fundamentals DeVry University - Tinley Park, IL October 2014 Skills UNIX, ITIL, TCP/IP, SYSTEM INTEGRATION, VISIO, PROJECT SCHEDULING, RISK MANAGEMENT, STRATEGIC PLANNING, SCHEDULING, EXCEL, MICROSOFT WORD, WORD, PROCESS IMPROVEMENT, QUALITY ASSURANCE, Linux, System Admin, System Administrator, Microsoft Project, maintenance, Outlook Links http://www.linkedin.com/in/mmuzammiliqbal Assessments Organizational Skills Proficient July 2019 Arranging and managing information or materials using a set of rules. Full results: https://share.indeedassessments.com/share_assignment/oj0lsf6lbg2yvx7a Project Management Skills: Time Management Proficient July 2019 Prioritizing and allocating time to effectively achieve project deliverables. Full results: https://share.indeedassessments.com/share_assignment/ei9-dnhgjoia1atf Critical Thinking Highly Proficient July 2019 Using logic to solve problems. Full results: https://share.indeedassessments.com/share_assignment/jzyl9s8xfvaxhqeh Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information CORE COMPETENCIES * Project Scheduling * Client/Vendor Relations * Risk Management * Plan Development * Process Improvement * Resource Allocation * System Integration * Quality Assurance * Strategic Planning TECHNICAL SKILLS Microsoft Word, Excel, Project, Visio * Applications Manager V8 & V9.2 * Unix * ITIL * Network Setup * TCP/IP Access Control Lists (ACL) * VLANs

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