Ashraf Yasin Tarawneh

KSA, TABUK
Nationality: Jordanian
Date of birth: 21 July 1982

Addresses

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Contact

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Education

1999 to 2002	**Diploma in information technologies (IT), From Al-balqa applied University.** **Graduation rate (4.05 of 5)**

Key Skills

Mastered and familiar with a wide range of networks and devices, concepts, techniques, and skills related to professionalism to work through Many paths in Information Technologies as A network Administrator and System Admin and IT-Support Engineer and Programmer Assistant with key skills below:

- ✓ Excellent skills in public relations.
- ✓ System Administration Skills (Active Directory / Exchange Server / ISA (TMG) Server)
- ✓ Ability to work effectively in a team oriented environments and support groups goals and projects.
- ✓ Look forward to learning what is new.
- ✓ system analysis
- ✓ programming and design in VB 6, HTML
- ✓ web page design in (FrontPage & Switch Max3 & CorelDraw) applications
- ✓ work with   (Win Server 2008\2003 & Win Exchange 2007 \2010 & WIN VISTA\7 SharePoint server & TMG 2010 & ISA server)
- ✓ perfection computers & networks maintenance (hardware & software)
- ✓ perfection using office applications (support all versions)
- ✓ teaching computer courses using tow language (Arabic, English) in professional techniques

Work Experience

Astra Group (Arab Supply & Trading Company)   **Full Time**
IT-Support Engineer & System Admin (Pack up)   **Jun 2009 to Until Now**
- ✓ Networks Troubleshooting,
- ✓ (PCs) (Laptops) maintenance and troubleshooting
- ✓ Coordinate with technology companies (Hardware vendors)
- ✓ IT-Support engineer

New Horizon Centers   **Full Time**
System Administrator & IT Trainer   **Jun 2007 to Jun 2009**
- ✓ System Administration (AD DC – Exchange Server)
- ✓ Maintained existing networks; Implemented new functionalities For existing Systems;
- ✓ Teaching Advanced Computer Courses
- ✓ Maintained PCs And Servers
- ✓ IT-Support

Al khateeb for Programming EST.   **Part Time Job**
Network administrator & programmer assistant   **June 2007 to October, 2009**
- ✓ Designed, implemented and tested Intranet software;
- ✓ Trained the employees; Wrote a system restoration manual;
- ✓ Installed network appliances such a printer or router & Networks Administration

Mu'tah university   **Full Time**
Technical support & network Admin &System Admin Assistant   **Jan 2005 to December, 2006**
- ✓ PCs maintenance (Hardware & Software) ;Networks Administration
- ✓ IT-Support
- ✓ Assistant In System Administration

Jordan human resources canter   **Part Time Job**
(IT) trainer + network Administrator +System Admin   **Apr 2005 to Aug , 2006**
- ✓ Networks Administration & System Admin
- ✓ PCs Maintenance
- ✓ Computer Course Teaching (ICDL , A+, IC3)
- ✓ IT-Support

Ministry of education   **Full Time**
Technical support & Computer Teacher   **Aug 2002 to Mar ,2005**
- ✓ Technical support
- ✓ Computer Teacher
- ✓ Computer Laps Officer

Responsibilities during the work history

- ✓ Networks administration and troubleshooting.
- ✓ System Administration Skills. (AD DC / Exchange 2007 – 2010 / ISA 2007 and TMG 2010) and install and config Win Server's 2003 – 2008- 2008 R2 …..
- ✓ Building and implementing good IT infrastructure and procedures
- ✓ Develop IT structure and Devices –upgrading software and hardware-
- ✓ (LAN) & (WAN) networks designing and establishing.
- ✓ (PCs) (Laptops) maintenance and troubleshooting.
- ✓ Configure Cisco Routers and switches
- ✓ Define networks components and devices as company or organization size and type.
- ✓ Web sites Administration and designing
- ✓ Special applications programming and develop.
- ✓ Training and teaching advanced computer courses
- ✓ Coordinate with technology companies
- ✓ Management of a technical work team and distribution of tasks.
- ✓ Management team of information technology for the implementation of specific plans for the development of networks
- ✓ Implementation and monitoring of the implementation of strategies for information technology company - security rules and terms of reference and documentation required to process
- ✓ Keep track of new versions of programs, equipment and learning to use and how to use them in the work of the company
- ✓ Follow the standard Help Desk operating procedures.
- ✓ Troubleshoot computer problems through phone and by using available tools to

- control user PC remotely.
- ✓ Determine source of computer problems, and transfer the call to an IT Support Engineer or other staff member as appropriate.
- ✓ Troubleshooting all aspects of computer services including network, WIFI, OS …etc.
- ✓ Documenting user calls
- ✓ Relocating or moving existing equipment as required.
- ✓ Installing, configuring, and moving hardware and software components.
- ✓ Imaging PC's and helping to create or update existing images.
- ✓ Using Windows Active Directory to create, update, maintain, and terminate user accounts, email accounts.
- ✓ Managing access security for users, including reset password and giving privilege as Company Policy.

Certificates

- ✓ ICDL   - international computer driving license
- ✓ A+   - Advanced plus
- ✓ N+   - networks plus
- ✓ MCP   - Microsoft certified professional   (Without Certificate)
- ✓ MCSE   - Microsoft certified system engineer   (Without Certificate)
- ✓ MCSA   - Microsoft certified system administrator (Without Certificate)
- ✓ IC3   - internet and computing core certification
- ✓ MCITP   - Server Administrator ,Enterprise Administrator
                       (Full Course Without examination)
- ✓ Complete advanced course for (PC) maintenance
- ✓ Complete advanced course for (networks administration & troubleshooting)
- ✓ Programming in (HTML) course
- ✓ Programming in (VB.6) course
- ✓ Direct English language certified for levels (3,4,5)

Activities and Projects

Internet   Personal Websites

(www.ashraf82.webs.com) (www.alkadi-group.com) (www.sotc.com.sa) (www.albawba.com)

Applications   F.pdf (Flipping Pdf Publisher)

Traveling   Syria, Saudi Arabia

Interest   Sports , Reading (Technologies magazines) , Writing

Languages

Arabic (Native)   **English** (Very good, Direct English(3.4.5) Levels)

References

1- **Mr.ShadiYassenTArawneh**
    UAE - +971506406353

2- **Prof. Khleef Al-Tarawneh**
   President of Jordan university
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