

Kenneth N. Abraham
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Personal Statement and Executive Summary:

My eventual career goal is to assume the responsibility of a dedicated employee, to serve and work in any organisation or setting of team professionals, to overcome the challenges of complex multitasking role resulting from the task-oriented functional approach. Work in collaboration with team players by influencing individuals positively or groups to take an active part in the process of achieving agreed-upon goals.

A solid background in IT infrastructure specialised in both hardware and software administration through a career held within the Oil and Gas Sector as an IT Administrator spanning over nineteen years and coordinating over multiple branches of offices using VPN infrastructure and other network topology to link offices and handling and solving complex data management issues. Excellent interpersonal skill, effective communication, diplomacy, approachability, sense of humor, effectiveness and motivational skills are proven through the management and training of teams. My career aptly illustrates a proactive, flexible, organized, committed, multitask individual dedicated to the achievement of results. Extensive hands-on experience in all aspects of data management. As an ICT specialist, I always ensure that the security of the ICT resources is always maintained. A real team player who thrives to provide IT supports services to end-users including IT hardware / infrastructure support consultancy, IT applications support and others.

Presently working in social care setting with Adult, children & youth work, and also work with high risk disabled persons with both physical and mental disabilities with significant impairment, severe learning difficulties and Autism through a career held within Multiple Agencies across England. To support in coordinating interpersonal influence through which patients or sick persons are assisted in the establishment and achievement of goals towards improved well-being and to ensure the protection of lives and properties as well.

As a continuous career developing professional, I plan to utilise my current learning knowledge to further develop these dynamic skills in a practical and fast-paced workflow environment in order to actively contribute to the overall success of the organisation that I intend to work for.

Position Held / Work Experience / Skills Acquired / Overseas Training

Reed Care and Support Limited / Search Consultancy Limited / Nextsteps Limited

As Senior Support Worker

- Assisting an individual, sick or well, in the performance of those activities contributing to health or its recovery that he or she would perform unaided if he/she has the necessary strength, will or knowledge.
- And to do this, in such a way that he/she would gain independence as rapidly as possible.
- Elicit feedback from colleagues and provide feedback to superior.
- Reporting information to the Head of Unit and members especially when it involves danger or threat to life.
- Preparation of meals,
- Moving and Handling functions,
- Ensuring privacy & Confidentiality of information,
- Researching information and making contact as required,
- Person Centred Care.

Connerstone Limited**Manager**

- Handling general enquiries , Working with the Elderly/Children & Moving and Handling functions
- Ensuring privacy & Confidentiality information and contacting customers as required
- Creating advertisements, posting photos and videos of available Assets
- Planning and coordinating events and outdoor shopping with Patients
- Scheduling tours and answering questions about our client users
- Gathering information about people who are interested in our services
- Working with patients with different cultural ethnicity while respecting their views and values
- Making good assessment by listening and to respond appropriately to Client User

Celestial Church Of Christ - HOP Administrator

Duties include:

I ensure that the Church in its discovery and fulfilments of its Calling and Mission remains in the guidelines. Discern, articulate, and cast the vision of the church by encouraging personal spiritual development. Lead the congregation to view it and act as ministers with a calling. Provide computer and technical support services to workers and members with internet access connectivity. Provision of administrative support and compilation of information for church meetings also support the ministry groups during evangelism. Ensure that the website is periodically updated and engaging, current, helpful to visitors. Offer counsel and welfare support to those in spiritual needs and broken-hearted. Organize and oversee educational events and programmes.

- Create an inviting, welcoming community
- Website and Content management administrator
- Welcoming people in a polite and professional manner
- Carry out all duties relating to the smooth and effective running of the Ministry
- Ensuring that the Guideline, Policies and Mission statement is upheld and adhered to at all times
- Work with Finance unit and Stewardship unit to oversee the welfare of others
- Helping offer training to people to start a new career in key competencies.
- Demonstrating an in-depth knowledge of key health and safety standards used within the care setting
- Helping offer training to people to start a new career in key competencies.
- Working with patients with different cultural ethnicity while respecting their views and values

Job Title: Head IT/Facility Manager**SEPCOL****2012=2014**

- Responsible for the planning, costing, implementation and delivery of a number of facility key projects.
- Improvement and delivery of Asset business critical services and the day to day facilities management.
- Secure, establish and develop positive trading relationships with key suppliers.
- Importation and Exportation of building products within schedule.
- Ensure the existence of optimal operating systems & functions to enhance security access control to building premises.
- Good knowledge of PC/LAN operating systems, Microsoft Windows, corporate ICT security CCTV and viral protection systems, knowledge of web design, knowledge of Microsoft Windows network administration.

Job Title: IT Manager**Zebbra Energy Limited****2003=2012**

- Delivery of facilities projects (moves refurbishments & improvements).

- Delivery constant facilities availability and backup / support systems, Introduction of improved security systems.
- Inventory of all Computers and Networks Equipment.
- Monitoring of the building network connection on a daily basis to ensure a stable and responsive secured environment.
- Ensure that the systems and network resources are protected from malicious virus attacks and deploy countermeasures in the event of the attacks.
- Implementation of backup and restoration procedures for local drives.
- Maintenance of backup logs. Organization of off-site storage of backups.
- Write and implement budget for the upgrade of new hardware and software to meet organisation requirements,
- Support and train end users of latest software functionalities and security of Network integrity.
- Ensure regular online Antivirus update and download of software patches for System security.

Job Title: EDP Inventory Controller

SSMCL

1991-1999

- Preparing and replenishing stock. Assisting with sales preparation. Customer enquiries.
- Day to day maintenance of the shop floor. Dealing with tailor made orders.
- Checking invoices against delivery notes. Accounts posting and reconciliation.
- Compilation of Management report to aid construction deadlines.
- Dealing with custom made manufacturing orders.
- Processing the staff payroll.
- Checking invoiced goods against delivery notes.
- Responsible for the upkeep and maintenance of a clean and safe home environment.
- Experienced in managing bank accounts, utility bills and credit card accounts.
- Regularly check the vehicle ensuring it is clean and in roadworthy condition.
- Responsible for organising social events including birthday parties. Quick thinker and learner with the ability to multi-task

Local & Overseas Education & Trainings

DOOR SUPERVISION LICENCE	Security Industry Authority	2018
CCTV	Security Industry Authority	2019
CCNA	Computeach	2007
MCSE	Computeach	2007
Network Engineering	ND Satcom - Germany	2005
Satellite Technology	ND Satcom - Gernamy	2005
Diploma in Computer Science	Rimax Institute	1988 – 1990
Adv. Diploma in Hardware/Software Tech.	AST Institute	1996 – 1998
DIPLOMA - Mental Health Studies.	Ireland	2017
DIPLOMA – Nursing Leadership & Patient Care	Ireland	2018

Hobbies and Interests

Lawn Tennis, engage in charity activities, enjoy reading inspirational books, maintaining mental, physical and emotional balances by regular exercising

Disclosure & Barring Service:

Disclosure And Barring Service:

DBS Checks Online update service available on request.