**Curriculum Vitae**  
  
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Personal statement

I am experienced IT professional dealing with software and hardware installations and upgrading.

Presently I work for company with 24 depots in all country. As an IT Group Engineer, I’m responsible for setting new users, maintenance existing users and care about proper closing accounts according existing security policy.  
I work in MS Windows Server environment including AD, Exchange on-promise and Office365, servicing Radius, Print server, and other windows software. I am familiar with network cabling, plan network infrastructure and router configuration and installations – Cisco and Sophos.  
I work on various network, hardware and software projects to improve functionality of dependant branches across country.

My duty includes various systems configuration and maintenance, network service, users support, installation and servicing IP phone systems, MDM systems servicing and compliant iPads and mobile phones with it. Also, I’m involved in process of ordering licences for users (AutoCAD, Adobe, O365).  
  
In my spare time I enjoy designing web pages in language like HTML, PHP, CSS3 doing it on voluntary basis. I have created Polish Community Centre website with own CRM system and go on administrating it. I am working on different project to improve this website; however, they are not complete yet.  
I am looking for a position in which I will can still to develop in the field of IT.

**Education and Qualifications**

Enabling and Managing Office 365 (M20347)  
September 2019

Cisco CCNA Routing and Switching,  
September 2017

Silesia University of Technology in Gliwice, Poland  
Faculty of Material’s Engineering, Metallurgy and TransportVocational Studies of Material’s engineering  
B(Hons)Eng.  
  
  
  
  
  
**Work experience:**  
07.2016 – Present, *Adler and Allan Limited, Harrogate*Group IT Engineer  
• MS Windows 10, MS Office installation (2016, O365), MS Project 2013  
• Office 365 administration  
• Service of AD and Exchange Server  
• MS Server service and maintenance (2008R2, 2012R2, 2016)  
• VPN, DHCP, Print Server installation and maintenance  
• Phone systems PBX Sail installation and maintenance – including setting of the IP Phones  
• Phones Gateway installations and maintenance (Vega50)  
• Sophos Firewall installation, configuration and maintenance (XG115-230, Red50)  
• Switches (Netgear, HP) installations and configurations  
• Network installations, trunking and cabling  
• Mobile Devices Management service (Meraki, Sophos)  
• Compliant Apple iPads with both Meraki and Sophos MDM systems (over 400 devices)  
• Cooperation in create and amends of iPads security policy and work profiles  
• Remote (TeamViewer, RDC) and phone service over 1000 mixed devices users (desktops, laptops, iPads and mobile phones) in daily basis  
• Responsible for buy and renew licenses for AutoCAD, Adobe and O365 users  
• Cooperation with services suppliers (ChunkyChips, BT, Workflow etc.)  
• Responsible for buy IT equipment from suppliers  
  
  
02.2012 – 06.2016 *‘ByBox Field Support LTD’ (Echo Ltd) – IT Field Service Engineer*  
• MS Windows installations and upgrading (all version)  
• MS Office (03 – O’365) installations and personalisation  
• VPN (Citrix), Individual customer software  
• Hardware installations - laptops, desktops and ‘all-in-one’  
• Cisco networking and router hardware installations  
• Servicing and installations of printers (all manufacturers)  
• 1[st]/2[nd] line IT Support service  
• Work with secure data at banks and government institutions  
Cooperation with: DWP, Network Rail, HSBC, Barclays, Lloyds, Office Depot, MoD, HP, BT, AAP3, Telefonica  
  
  
Key Skills  
  
Engineering/Technical Acument  
Communicative, Punctual, Organised  
Responsible and Reliable, Good Listener  
Works well as a teamplayer and own my own  
Resourceful, Creative  
Work well under pressure  
  
Languages: Polish – mother tongue  
English – fluent  
  
Driving licence: Cat. B, B1, A, AM - Since 1989