# ABDULLAH ALHARAZI

## Personal Profile

A distinguished Information Technology Specialist with extensive knowledge of information technology policies, standards and procedures, professionally supervising the infrastructure of information technology systems, testing their operational efficiency, taking corrective actions to address defects in their systems, and providing support and guidance to develop the skills of the work team in dealing with systems and programs. My future planning getting a job opportunity with a creative team working together to achieve growth and development in the field of information technology.

## Experience

### Information Technology Specialist
Modern Arab Construction | Feb 2016 - Present

- Preparing protocols and strategies for using information technology in various projects
- Supervising the Information Technology infrastructure system to ensure its proper functioning
- Overseeing an ERP system using Oracle Forms and using Odoo
- Verifying the integration of the real estate system with the company's ERP system
- Conducting infrastructure maintenance for the information technology infrastructure and identifying radical solutions to prevent its recurrence in the future
- Supervising the repair of faults in systems and networks and conducting tests for them to verify operational efficiency
- Determining the system's hardware needs and work to provide them in accordance with the specified specifications and standards
- Preparing operational plans to protect information in the system and taking the necessary corrective actions
- Preparing training and development plans for information technology employees to raise their efficiency and develop their skills to achieve the necessary quality
- Verifying the compliance of the company's information system with the General Authority of Zakat and Income
- Developing policies, standards and procedures for organizing the information system and following up on compliance with them
- Preparing periodic reports on the various tasks being implemented and submitting them to managers for discussion and appropriate decisions

### Information Technology Specialist (Trainee)
Al Hamroor Group | Jun - Aug 2015

- Overseeing and maintaining IT systems periodically to ensure goals are achieved
- Installing software components such as managing the launch of the company's official website and testing it to ensure quality performance
- Periodic updating of the company's website with all developments in the projects and ensuring their availability as required
- Providing mechanisms to solve problems that arise in information technology systems and programs
- Determining the necessary software, hardware and network requirements and ensure that they are provided according to specifications
- Adhering to various legal procedures and rules during the implementation of various tasks and not violate them
- Preparing work records and archiving and organizing them in a professional manner to return to them in the required time
- Ensuring data and information security is maintained by following defined protection protocols
- Developing mechanisms and proposals that contribute to improving the work mechanism as required
- Attending all periodic meetings of the information technology department and discussing work details
- Regularly reviewing developments in the field of information technology and ensuring their application in line with the company's policies

# Education History

**Bachelor's Degree in Computer Science**

Najran University | Jan 2016

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# Certificates

### Microsoft Certified: Azure Fundamentals | Nov 2021 - Present
- Describe Cloud Concepts
- Describe Core Azure Services
- Describe core solutions and management tools on Azure
- Describe general security and network security features
- Describe identity, governance, privacy, and compliance features
- Describe Azure cost management and Service Level Agreements

### Certified Web Application Security Professional (CWASP) |Dec 2021 - Present
- Comprehensive coverage of web application security guidelines and how to enforce security on a web application, Basics of Threat Modeling, Threat Profiling, OWASP Top Ten Testing, Black Box Testing, and Source Code Reviews.

### CCNA 200-301 Training | May 2021 - Present
- Network Fundamentals
- Network Access
- IP Connectivity
- IP Services
- Security Fundamentals
- Automation Programmability

### Certified Information Systems Auditor Training (CISA) | Jun 2021 - Present
- Information System Auditing Process
- Governance and Management of Information Technology
- Information Systems Acquisition, Development, and Implementation.
- Information Systems Operations and Business Resilience
- Protection of Information Assets

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# Projects

- Equipping the Jeddah branch with workstations, network, display devices and a server
- Supervising the procurement and installation of CCTV systems for the real estate department.
- Supervising the purchase and installation of network, server and surveillance cameras for the hotel management branch.
- Covering all Information Technology support services for all company branches in all cities.

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# Membership

### Modern Arab Construction
- Project Management Consultant for Networks and Information Technology Infrastructure
- Executive Team Member
- Member of the Audit Team

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# Skills

- Hardware Installing
- Software Installing
- Security Implementing
- Technical Support
- Systems Analysts
- Databases Management
- Technical Reporting
- Microsoft Office
- Verbal Communication
- Analytical Thinking
- Troubleshoot Systems
- Perfect Organization
- Detail Oriented
- Strong Observation
- Time Management

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# Languages

- Arabic : Mother Tongue
- English : Fluent