

Mahboob Shah Omary

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Information Technology Officer

Ruby on Rails | Network management | Windows / Mac | Online communication | Office 365 | WordPress

Experience

ICT Officer | Afghanistan Research and Evaluation Unit (areu.org.af)

2015 – June 2022

ACTIVITIES ON THIS JOB:

1. Technical Support: Provide technical support to users, diagnose and troubleshoot issues related to hardware, software, IT systems, Mac and Windows systems.
2. Administer SaaS tools, such as Office 365, Google G suite Workspace, Slack, WordPress and partner portals.
3. Manage and administer local area network (LAN) system, including DNS, DHCP, Active Directory, and user management, as well as configure routers and switches.
4. Oversee and manage AREU's website, social media, email communication systems, file sharing systems, monthly newsletters, YouTube channel, and online surveys.
5. Organize and manage virtual events through Zoom and Google Meet, including sending invitations, press releases, and publicity, as well as install and manage firewall systems for data and communication security.
6. Monitor AREU's website, social media, and subscriber list reports for performance management and work efficiency, and maintain camera, TV, and voice network installations.
7. Create and maintain backup mechanisms for critical data, regularly update anti-virus software, and manage AREU's relationships with external vendors.
8. Develop multimedia materials such as videos and photographs for all AREU events and create digital content such as social media and website pictures, brochures, and banners using Adobe Photoshop.
9. Ensure active presence on social media platforms such as Facebook, Twitter, LinkedIn, and YouTube and manage the distribution of all digital content through the mailing list system and subscriber list.

On Air Operator | Ariana Radio and Television network (ariananews.af)

MARCH 2014 – NOVEMBER 2014

ACTIVITIES ON THIS JOB

1. Controlling broadcasting of all TV system and live programs.
2. Preparing schedule for daily TV programs.
3. Photography of live program and events of TV.
4. Insuring that all programs are recorded properly
5. Storing and retrieving of TV programs.
6. video editing to add guest names and remove extra shoots for live programs.

Education

Bachelor of computer science	Kateb Universtiy	<i>Mar 2016 - Dec 2019</i>
System Administrator	Rana University	<i>2015</i>
High School Graduation	That Purchaman High School	<i>Mar 2002 – Dec 2014</i>
Microsoft certified IT Professional	Sun shine	<i>2013</i>

Language

Language	
Dari	Native
English	95 TOEFL
Pashto	Very Good
Deutsch	A 2

Software Skills

Ruby on Rails, Final cut pro, Adobe photoshop, Adobe After Effect, Microsoft Office package.