Elias Farah

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Objectives

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To obtain a position that will enable me to use my strong background and interpersonal skills for the benefit of the organization by delivering high IT quality services in the best possible way for achieving the company’s mission

Education

2004-2007 | Bachelor in Business Computer and Management

* American Universal College (AUC) Tripoli, Lebanon

2002-2004 | High school life sciences

* Kfaraaka College- Kfaraaka, Lebanon

Experience

March 2013 | Present Assistant IT Manager/ IT Project Administrator

Al Kazzi Trading, Beirut-Lebanon

**Key Result Areas:** Support user, troubleshooting, networking, palm system, IT Administration, Employees Performance, training and coaching, testing,.

***Achievements:***

* In charge for all infrastructure projects development for networking, central phones, PVC, cabling, testing, finishing termination, System UPS installation.
* Maintain the hardware and software maintenance for Palm system to ensure efficient customer service and accuracy of sales chain process between the sales team, warehouse and the distribution department.
* Deliver professional performance through updating systems, repairing, installing software, updating antiviruses, and blocking all personal computer use for employees, such as social medias websites, UBS port, and high secured procedures to prevent theft of company data and information, and limiting privilege user.
* In Charge for the server security and upgrading related software, with professional backup system
* Install system access control ( door controller ) for 36 doors in the company
* Creating procedures to prevent any loss of data or email for any employee with specific username and password on the domain server for each user.
* In charge for 4 IT offices, where I was supervising 60 employees out of 282 in the IT Department.
* Challenge myself to take opportunity for Maintenance department and warehouse inventories, which I made it easier to enter it unto the Microsoft Dynamics GP.

2009 | 2013 Network & IT Project Administrator

UNICORP-BENCO & Al Mabani Engineering & Contraction Co | Doha-Qatar

**Key Result Areas:** Support user, troubleshooting, networking, palm system, IT Administration, Employees Performance, training and coaching, testing,.

***Achievements:***

* Creating, implementing, and developing the whole infrastructure plans for 2 sites (cabling, points, networking, wifi, Hardware installation, telephone points PBX.
* IT consultancy to maintain professional team performance
* Creating, and developing the punching machine linked to the system which helps the HR department for the check-ins and check-outs for employees.
* Full authority to buy the best hardware with the right price to maintain high technology and keep it updated.
* Project cost control (Assets, manpower, equipment…), using the Dolphin Software for database.
* Professional Application of ISO standards for quality measurement.

Previous Experience

* + **Qabbas Computers, Lebanon,** as IT Support (2006-2008)
  + **Microphill S.A.R.L, Lebanon,** as IT Support (2005-2006)
  + **PST, Lebanon,** as Owner (2003-2006)
  + **Nini Hospital, Lebanon,** IT Support Trainee (2004)

Skills

* Microsoft Office, GP, Dolphin, LAN, network Topology, VPN connection, Microsoft exchange pop3, Java, SQL, TCP/IP, Firewall, C++, Adobe Photoshop, Windows (xp,win7,Win 8),win server(2003,2008, 2012 ) , ISA Server 2006,Cabling, PBX ,Avaya central, RJ 45, RJ 11, training, coaching, SCLC/SCSC, Fiber optic installation for cables and equipment, team management, remote connection, palm system, people performance, Leadership skills, active directories, virtualizing VMware 11.0 ,IP camera system

Personality Traits

* Strategic Thinker
* Professionalism
* High-energy
* Confident
* Self-Motivating
* Intellectual Curiosity

Languages

* Fluent English, Arabic, French

Reference

* Mr Robert Saba MIS IT Manager-UNICORP Qatar

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