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Mohamed Emam saad

Senior IT Manager

Instructor for information technology

UAE – Dubai

Egypt – Cairo

23 Feb – 1985

Education

– Bachelor of Administration & Management information systems
From Advanced Academy 2006 – Grade : good

certification

CCNA – *Cisco Certified Network Associate*

MCSA – *Microsoft Certified Systems Administrator*

MCTS – *Microsoft Certified Technology Specialist*

MCSE – *Microsoft Certified Systems Engineer*

Certification from (Retail PRO) – USA
(Administrator on Retail ERP)

Certification from (AL-NAHHAS Est.) – Saudi Arabia

Certification from (Cairo Bank) – Egypt

Certification from (Tamleek Real Estate) – Dubai

Certification from (Career Management Consultants & Training Est.) – Dubai

Certification from (Majestic Medical and Tech. Supplies L.L.C) – Abu Dhabi

Work experience

Arab Academy for Training and Consultation (ATC) - EGYPT
19 / 2 / 2021

Instructor

- Security networks Course .
- information technology & risk management planning Course.
- Website design and development with HTML and CSS .
- Bi publisher course
- Design and management of network security and how to secure it against hacking
- Voice over IP phones (ALCATEL)
- Adobe Photoshop CS Course .

Work in (ALDIYAR Consultants & Training Est.) - EGYPT

30 / 7 / 2020 – 12 / 1 / 2021

Instructor

- PHP runner Course .
- IT Project Management Course .
- VMWARE servers and how to manage it Course .
- Design 2D – 3D Basics Course .
- Criminal protection of electronic documents Course .
- information technology & risk management planning Course.
- SQL server DBA – Design database– protection and security
- Adobe Photoshop CS Course .
- Web Hosts Course .
- Security networks Course .

Work in (Career Management Consultants & Training Est. (Dubai) - 25 / 1 / 2020 – 1 / 7 / 2020

Instructor

- Wordpress Course .
- Division of corporate internal networks Course .
- Vsat technology Course .
- Security networks Course .
- Project management for modern information systems Course
- IT Risk management Course.
- Enterprise information systems (EIS) Course.
- Website design and development with HTML and CSS .
- Routing and switching (CCNA DC) Course .

Online Course (COVID-19 Time) – Zoom

- HTML Course .
- Point of Sale systems Course .
- Creativity and uniqueness in designing and building the
- information systems in the training field Course .
- Advanced concepts electronic data interchange EDI Course .

Work in (Majestic Medical and Tech. Supplies L.L.C), (Abu Dhabi) – 1 / 5 / 2019 – 19 / 1 / 2020

IT Administrator

Web development and project management

- design (www.Majesticmedical.ae) – Wordpress
- design (www.Radix.com) - Wordpress

- Admin on Sam two web .
- Build mail server for them .
- Design Majestic Logo and Radix Logo and Company profile
- Team Leader on Technical team (4 person)

- Design map network for Radix office in JLT Dubai (ports – cam – servers) and configuration all devices

(Technical Support)

- Maintenance of printer
- Repair Hardware PC and Laptop
- DVR System in Office

Work in Tamleek (Real Estate Registration Trustee) – (Dubai)
1 / 7 / 2017 – 22 / 4 / 2019

IT Manager

Admin on web http://www.tamleekpt.ae and mail server (Wordpress)

Network Administrator

- Design new network for new office in Emaar Square (down town) (Cable – PC – Printer – Servers – Alarm system – DVR – TV)
- Team Leader on Technical team (2 person)
  - Maintenance of printer
  - Repair Hardware PC and Laptop
  - DVR System in Office
  - Finger print System in Office
- Make reports for seven star system and ISO 9001 system
- Maintain HR and CRM system
- Firewall (Dell Sonic wall)

Work in Brain Company – (Dubai) 2 / 6 / 2016 – 5 / 6 / 2017

Instructor

- Services and network management Course .
- Communication management Course
- Administering system center 2012 configuration manager Course
- Bi publisher course
- Design and management of network security and how to secure it against hacking

IT Administrator

- Maintenance of printer and faxes .
- Repair Hardware PC and Laptop .
- design and repair Excel sheets and outlook mails .

(Technical Support For Security System)

- DVR System in Branches .
- NVR System in Main Office

Work in AL- NAHHAS PHARMACIES – (Saudi arabia)

20 / 1 / 2011 – 20 / 2 / 2016

IT Manager

System Administration on Two System (Point of sale)

(Move all departments from old system to new system with training)

- **System Progress, 2011 – 2013**
  - Installation and Repair the System in Branches
  - Follow up SQL data Base and Make the Backup
  - Inventory on pharmacies
  - Make Sales and Purchases Reports
  - Training New Pharmacists To use The System
- **System Retail Pro 9, 2014-2016**
  - Design The Sale Pages For Pharmacies
  - Data recovery as optional - Oracle database
  - Installation and Repair the System in Branches
  - Inventory on pharmacies
  - Make Sales and Purchases Reports
  - Training New Pharmacists To use The

(Network Administrator)

- Designs New Network For System Retail Pro 9
- Wireless devices configurations and VPN (site to site)
- Building Data Center with 3 Servers

(Retail Server – Backup Server – Domain Server)

Instructor For AL – Nahhas

- Training account department .

  (Crystal report 10 – SQL data – Microsoft Bi Publisher)
- Document Retention, Archiving and information security
- Project management using IT
- Modern strategies for managing the information systems departments
- Creativity in technical support departments help desk
- Enterprise information systems
- Point of Sale systems (Ratail 9 Pro) Course

(Team Leader on Technical team (8 person))

- Maintenance of printer and faxes
- Finger print devices software - hardware
- Repair Hardware PC and Laptop
- Repair Hardware POS Computer in Branches
- Technical Support For Security System
- DVR System in pharmacies
- NVR System in Main Office
- Paradox Alarm System
- IP Cams

Purchases

Make all Purchases Order for IT Department

(Computers – laptop – inks – Label – Printer – Scanner – Cams)

Work in ACTIVE ABO ALAA - 15 / 7 / 2009 – 10 / 12 / 2010

System Administration

- Follow up Softmagic software in branches
- Maintenance Branches and office Equipment
- Inventory on Branches
- Maintenance Servers

(Technical Support For Security System)

- DVR System in Branches
- NVR System in Mian Office
- Alarm system in branches

Work in NEW SUPER WAV company , 2 / 11 / 2008 – 5 / 7 / 2009

IT Project Manager

- Building Data Center
- Designs and installs LANs , WANs, For New Client
- Maintenance Servers
- Security System

  - Liaising with clients to identify and define project requirements, scope and objectives
  - Ensuring that clients' needs are met as the project evolves
  - Managed development activities.
  - Worked with testing team.
  - Monitored the project progress and radiated the information to stake holders.
  - Identified and mitigated team risks and impediments (Blocking Issues, Critical Defects) on daily basis.
  - Act as the point of contact and communicate project status to all participants
  - Tracking and update the project status on daily basis to reporting manager

Customers :

(Cairo airport – Mariott hotel Cairo – Holiday inn hotel Egypt – Cairo Bank)

Work in SOFT MAGIC company , 1 / 4 / 2007 – 1 / 11 / 2008

Technical Support Engieer and system admin on softmagic software

- visit the clients to fix all troubleshoots in software or Network
- Traning clients to use system softmagic
- Maintenance of printer and faxes and POS
- Inventory on Branches

Training in YAT Education Centers, 1 / 1 / 2007 – 20 / 3 / 2007

Montage TTrut channels – Web design – Design 2D

Training in Cairo Bank in Egypt – Grade (Excellent) , 9 / 2006

Financial Accounting – Tax Accounting – Transfer

Skills

Win Server 2008 upgrade to Server 2012 installation and troubleshooting
ISA 2006 – TMG
Design websites and create Domines (Wordpress – Cpanel)
Outlook mail (imap – pop3)
VMWare software and hardware device
SQL 2012, Microsoft reporting services SQL
Advanced knowledge of MS Word,Excel,Access,and PowerPoint required .
Photoshop – Dreamwaver - Frontpage – Flash Max – After effect - Team Viewer – Edraw – anydesk
Crystal Report10
Symantec and veem backup
System administrator (softmagic system – Retail pro – progress – Ocean soft – Ogeer system)

Languages

Arabic : Mother Tongue
English : Excellent