# Mohammed Dwaikat

**IT Manager at Alpha Group**
**Amman, Jordan**

## Contact information

- **Email Address:** mohammeddwaikat@yahoo.com
- **Mobile Phone:** +962 791526099
- **Country:** Jordan
- **Address:** Jordan-Amman-Abu A'landa

## Specialties

- **Computer Hardware Troubleshooting**
- **IP Telephony: AVAYA, CISCO, GRANDSTREAM**
- **Exchange Server, VMware ,ISA Server, Windows Server, WSUS, Firewall, VPN, SQL Server**
- **Antivirus Systems: KasperSky, Symantec, Trend micro**
- **Microsoft & Cisco Networking Hardware & Software**
- **Backup Systems (Symantec, Acronis, Windows Backup)**

## Target Job

- **Target Job Title:** IT Administrator, IT Manager, IT Officer

- **Career Objective:** Seeking suitable position in an organization where my skills can be utilized to the fullest and I may put my expertise, for the satisfaction and development of the organization and thereby improving my knowledge and skills for the higher tasks.

- **Employment Status:** Full time

- **Career Level:** Mid Career

- **Notice Period:** Immediately

## Personal Information

- Birth Date: **14 February 1985**
- Gender: **Male**
- Nationality: **Jordan**
- Visa Status: **Citizen**
- Marital Status: **Married**
- Driving License: **Jordan**

## Job Responsibilities

- **Manage & Developed information technology and computer systems.**
- **Ensure technology is accessible and equipped with current hardware and software.**
- **Monitor and maintain technology to ensure maximum access.**
- **Perform other related duties as required during working hours.**
- **Maintaining for (computers / printers / scanners / motherboards)**
- **Network Installation and Managing: Cisco Routers & Firewalls, VPN, Windows Server 2000-2008, ISA Server, Exchange Server 2003-2010, Domain Controllers, SQL Server Managing, VMware ,Network Storage Devices).**
- **Installing software (Windows / ERP systems / Microsoft office / etc…)**

## Experience (10 Years)

- **IT Manager**

**At Alpha Group**

**Location: Amman, Jordan**
**Company Industry: Trading/Optics**
**Job Role: Management**
**JUN 2016 – Till Now**

- **Sr. IT Administrator**

**At Alpha Group**

**Location: Amman, Jordan**
**Company Industry: Trading/Optics**
**Job Role: Management**
**May 2014 – Till Now**

- **IT Manager**

**At Dallah Group**

**Location: Amman, Jordan**
**Company Industry: Trading/Automobile/Hotels Services**
**Job Role: Management**
**Sep 2013 – March 2014**

- **Sr. IT Administrator**

**At Eagle Group**

**Location: Abu Dhabi, United Arab Emirates**
**Company Industry: Construction/Environment/Engineering**
**Job Role: Management**
**March 2011 – Aug 2012**

- **Sr. IT Administrator + IT MANAGER**

**At SAMA JORDAN GROUP + SAJEDA GROUP**

**Location: Amman, Jordan, AMMAN- SWEFIAH**
**Company Industry: Hotels/ Construction/Clothes**
**Job Role: Management**
**April 2009 - March 2011**

> **IT MANAGER**

**At RANTISSI MARKETS**

**Location: Amman, Jordan, AMMAN - ALQUDS St**
**Company Industry: Retail/Wholesale**
**Job Role: Technology/IT**
**February 2009 – April 2009**

> **Maintenance Dept. Manager**

**At DHK COMPANY**

**Location: Amman, Jordan, AMMAN- KHALDA**
**Company Industry: Information Technology**
**Job Role: Management**
**June 2007 - February 2009**

> **Maintenance Technician**

**At AL SHALABI Est.**

**Location: Amman, Jordan, AMMAN**
**Company Industry: Information Technology**
**Job Role: Technology/IT**
**June 2004 - June 2007**

> **Maintenance Technician**

**At AL ARZZ Company**

**Location: Amman, Jordan, AMMAN**
**Company Industry: Information Technology**
**Job Role: Technology/IT**
**May 2003 - May 2004**

## Education

> **Certification / Diploma, COMPUTER TECHNOLOGY (COMUTER ENGENEERING)**

**At AL-KHAWARIZMI COLLEGE**

**Location: Amman, Jordan**
**Completion Date: September 2006**
**GPA: GOOD**

**Computer Technology Specialist Certification covers a wide range of computer technologies such as computer architecture, software applications, networking, Internet technologies, electronic commerce, computer health and safety, computer security and law.**

## Skills

> **Management and supervisory skills.**
> **Ability to install and administer computer hardware, software and networks.**
> **Team building skills.**

- ➢ Decision making skills.
- ➢ Analytical and problem solving skills.
- ➢ Effective verbal, presentation and listening communications skills.
- ➢ Effective written communications skills.
- ➢ Computer skills including the ability to operate computerized accounting, spreadsheet, word-process.
- ➢ Stress management skills.
- ➢ Time management skills.
- ➢ INTERNET.
- ➢ SALES.
- ➢ Customer Service.

## Languages

- ➢ English
- ➢ Arabic

## References

- ➢ IZZAT DOLEH

**Job Title: IT MANAGER**
**Company Name: DYNAMIC DATA JO**
**Phone Number: +962.795862686**

- ➢ AHMAD AL-KHATEEB

**Job Title: IT Administrator**
**Company Name: ASSSAS Concrete**
**Phone Number: +962.796217889**

## Training and Certifications

- ➢ CCNA

**Duration: 122 Days - (From 1 February 2004 to 1 June 2004)**
**Type of Training: CISCO NETWORKING**

- ➢ EXELANCE IN CUSTOMER SERVICE

**Duration: 4 Days - (From 6 February 2010 to 9 February 2010)**
**Type of Training: CUSTOMER SERVICE**

- ➢ MCSE

**Duration: 128 Days - (From 10 August 2004 to 15 December 2004)**
**Type of Training: MICROSOFT NETWORKING**