

Sajeeb Punathi

Summary

Highly accomplished Information Technology Professional with a verifiable track record of managing complex IT Projects and exceeding expectations. Practiced in clarifying business requirements, performing gap analysis between goals and existing procedures / Skill sets, and designing process and system improvements to increase productivity and reduce costs, strong interpersonal skills, highly adept at diplomatically facilitating discussions and negotiations. Recognized project management skills, consistently deliver complex, large-scale projects on time and within budget. **Over 22+ years of IT networking experience successfully implementing in Communications / Data management to a large number of Gas, Oil, Civil and Mechanical projects.**

Core Management Competencies

- System Solution Architectures
- Client Management
- Cost and resource Estimates
- Disaster recovery
- Budget and planning
- Data Management

Technical Expertise

- Network/System administration
- Structured Methodologies
- Backup and Restore Method
- Cisco network design
- OS Installation
- MS Lync
- Exchange Server Administrator

Certifications

- CCNA
- MCSA
- MCSE
- MCP
- DIP in NT
- CSSA

Education

- Bangalore University
Bachelor of Computer Application (BCA)
Diploma in Windows NT

Professional Experience

**Oman Arab Bank (Oman Headquarter) ITDept.
Data Center Administrator**

2020 - Present

Bank Data center administration and windows patch management. Monitoring DC and ATM branch networks.

- Windows patch management using Ivanti system
- Monitoring and managing EOD task using AS 400.
- Supporting all kind of user level and branch network.
- Expert in network monitoring tools like solarwinds / smartvista / AKC pro / Cisco Prime etc
- Recommend and implemented new technologies, IT Policies, Procedures and best practices.

**Consolidated Contractors Company LLC – (Oman Head Office) ITDept.
Deputy IT Manager**

11/2008 – 2020

Key areas of responsibilities are Designing, Implementation and Setup of IT Solutions as per company procedure in Head office and in various major projects such as Sohar Refinery project, Development of Muscat Airport, VINCI construction JV. Development of functional network design based on the analysis of line of business needs, objectives and existing system infrastructure.

- Network design and implementation using CISCO ASA Firewalls, Routers, Load balancer, Barracuda Mail filter, Edge switches and VLAN creation.
- Voice, Internet leased Line communication establishment with ISP support. Creating VPN's, P2P, PRI Line, EPBX installation and trouble shooting.
- MS Exchange server installation. Symantec Backup installation and design of backup jobs.
- Wireless access point design and implementations for co-operate and guest users.

**Consolidated Contractors Company LLC – (Sohar Refinery - Oman)
IT Team Leader**

11/2004 – 09/2008

Installation and configuration of Windows servers. Active directory design and assigning permission for RODC users. Print server setup and implementation through Group policy.
Proxy installation and design as per policy-based ACL.

**Consolidated Contractors Company LLC – (Saudi Arabia)
IT Support Specialist**

11/2002 – 09/2004

Assist Lan Administrators with installation, configuration and troubleshooting of hardware and software to ensure continued usability of equipment and software applications.
Interact with other IT groups as liaison for communicating user requirements, resolving problems and implementations.
Recommend and implemented new technologies, IT Policies, Procedures and best practices.
Maintaining inventory of hardware and Data backup.

**Various Educational Institutions - (Kerala - India)
System Administrator**

1997 – 09/2002

Maintaining Digital Library, conducting lab training in Microsoft applications and controlling user access rights.
Hardware maintenance, Network Cabling and company website maintenance

Training attended

- Microsoft Lync Installation and implementation – Greece
- Microsoft Exchange Admin – Oman
- Storage Design and implementation - Vendor free – Oman
- SonicWALL Security – Dubai
- Team leadership – Abu Dhabi
- CISCO Security - India

Personal Details

DOB : 31st May 1977.
Nationality : Indian.
Marital Status : Married.
License : GCC Valid.

I hereby declare that above furnished details are true as per my knowledge

Place : Muscat

Date : 23 February 2023

Resume of Sajeeb Punathi