

SIMON BEUJEKIAN

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Lebanese/Armenian

OBJECTIVE

I am an energetic man, forever looking for new challenges and experiences. I have been in leading positions throughout my life, leading specialized IT teams and am currently seeking a new challenge and experience in the field of IT.

EXPERIENCE

02/2010 - present: KALLASI GROUP Dbayeh, Lebanon

Position held: IT Supervisor from 02/2010 to 01/2016

Maintenance Supervisor from 01/2016 to 01/2021

Project manager and system controller from 01/2021 till now

- Manage a team of technical and administrative staff.
- Manage the IT budget and expenditure on hardware and software.
- Manage the internal and hosted network infrastructure including firewalls, servers, switches and IP telephony.
- Develop and maintain the company's IT systems, software and databases.
- Recommend and implement improvements and efficiencies.
- Manage the server software and associated backup routines.
- Evaluate, test, advice, train, support and troubleshoot IT related projects.
- Handle the procurement of IT hardware and software.
- Handle maintenance products and services from and/or out of Lebanon.
- Responsible for hardware and software installation, maintenance and repair.
- Perform routine audits of systems and software.
- Strengthen the IT infrastructure through to implementing new technologies
- Write policies, procedures, and checklists for backup, security and disaster recovery.
- Update documentation of changes regarding users, functions & systems.
- Conduct training to new recruits.
- Follow up all preventive maintenance for the cooling system
- Follow up all preventive maintenance for the building
- Manage the maintenance budget and expenditure
- Archiving all maintenance request and job issue
- Managing all vehicles with their mechanical issues and cooling system problems
- Many projects leading in maintenance
- Evaluate the performance of the team members

01/04 - 02/10: ACTIVEMANIA Beirut, Lebanon
System Administrator

EDUCATION

2003 - 2004 NEW HORIZON Beirut, Lebanon
Microsoft

1998 - 2003 Lebanese Technical University Beirut, Lebanon
General Electronics

PERSONAL PROJECTS

2004 - 2010	Nassar construction
2005 - 2010	SOCIÉTÉ DE SERVICES BUREAUTIQUES SAL
2005 - 2010	College Patriarchal - Hamra
2018 - 2019	Alfa Stores
2016 - 2019	Formula rent a car Lebanon
2015 - 2021	In2uitions LLC

SKILLS

COMPUTER SKILLS AND CERTIFICATIONS:

Microsoft Windows Server 2000, 2008, 2012, Microsoft office 2007, 2010 and 2013, wired and wireless networking skills, desktop and server hardware and antivirus and remote support products, VMware, HYPER V, VEEAM, NETAPP, CISCO MCITP, Kaspersky, Symantec Certified MCSA, MCSE, Certified ISA2000, Exchange server 2000, 2003.

GPS system, temperature monitoring system PVPro "Carel", CCTV system "ABUS", AVAYA Telephony system, Fire Alarm system, Finger print system "Matrix", AutoCAD, IoT with Joya Smart solution, Enterprise Mobility Solution with Soti, in addition to other systems.

SOFT SKILLS:

Decision-making, people skills and leadership skills.

LANGUAGES:

Fluent in English, Arabic, French and Armenian (writing, reading and speaking).

ACTIVITY:

Playing football, basketball and Tennis
Scout member and leader

REFERENCES:

Available upon request.