

# DOMINIC SIMON

**Nationality:** India

**Resident of:** Saudi Arabia - Riyadh

Work Permit: IT Technician, Transferable

Age: 42

Gender: Male

**Willing to Relocate to:** Yes

**Mobile :**

00966572575100

00966509337689

**Email/call :**

[simondominic@gmail.com](mailto:simondominic@gmail.com)

[dominicsimon@live.com](mailto:dominicsimon@live.com)

**18 + years of IT Experience in Administration of Systems, Network & Security. Procurement, deployment, Documentation, Software Development, Database Management, Team Management and IT strategy**

## IT Manager (2018- 2020)

SALUMCO (SAUDI ALUMINUM INDUSTRIES COMPANY)

RIYADH, SAUDI ARABIA

### Job profile:

- Along with senior management, develop the IT vision, strategy, budget management, security, governance, risk & compliance, business relationship management, and stakeholder management.
- Secure the IT infrastructure and ensure all the IT services like exchange, ERP and Production software, VPN, firewall, internet services, Telephones, CCTV, Access Control etc. performing well.
- Lead the evaluation of existing processes and systems and initiate changes where required.
- Prepare, maintain, and keep updated IT procedures and documentation.
- Building and managing vendor relationships to achieve win/win situations and get the best results in delivery
- Establish long term goals, policies, standards, and procedures and oversee implementation to ensure proper governance and compliance is being followed.
- Instill a culture of high performance and excellent service within IT department, which includes:
  - Clearly communicate business and team strategy and vision.
  - Performance management of IT department staff.
  - Promote a higher level of cohesion and service commitment within the department.

## Freelance IT Consultant (2017-2018)

RIYADH, SAUDI ARABIA

### Clients:

- Deyarat ( Contractor for north Riyadh Municipality Food Testing Laboratory)
- Al Jarbou Law
- Diyam Computers ( For their clients and projects)
- HiTech Computers ( For their clients and Projects)

## ***IT SPECIALIST (2006-2017)***

JULIAN V. A. COTTON LLC & OMRANIA AND ASSOCIATES  
RIYADH, SAUDI ARABIA

### **Job Profile:**

- Development of Software & Tools
  - Leverage Build Soft by Developing Add-On Modules
  - Administer Databases
  - Process and prepare Attendance and Time Sheets.
  - Create Portals and tools to improve productivity
  - Import data from various sources to databases
  - Develop a user interface to incorporate all tools for projects.
  - Develop Project Register, Project Documentation, Project Analysis and Cost Analysis Systems.
  - Develop Team Price list Software
  - Develop Websites and In-house software as and when required
  - Develop Archiving software for project Files.
- Design , Costing & Deployment of IT Infrastructure
  - Design, Install, Configure & Administer servers running Linux or Windows for various roles, Virtual machines and hypervisors. .
  - Configure Internet & Email
  - Design, Install, Configure and Maintain Local Area Network
  - Administration of Attendance and Access Control systems.
  - Configure and ensure proper Backups
  - Configure Firewalls
  - Maintain Server Based Antivirus Software
  - Evaluate Security and prepare for attempted exploitation
  - Apply Hot fixes and Updates
  - Keep an inventory of Hardware & Software assets
  - Make sure that all Intellectual Property Rights regulations are followed
- Implementation of IT Policies
  - Enforce User, Internet, Email & Group Policies
  - Setup Active Directory based Domain
  - Configure User Rights
  - Limit servers and Resources to authorized users.
  - Manage disk space usage with quotas
- Improve ergonomics of work environment
- Provide User Support
- Conduct Trainings
- Research & Development to improve productivity

## ***NETWORK ADMINISTRATOR (2005-2006)***

SAUDI ARABIAN KENT CO. LTD.  
DAMMAM, SAUDI ARABIA

### **Job Profile:**

- Developing Construction & Cost Management System using VB 6
- Administering Lotus Notes
- Administering Office Network
- User Support
- Support of IT Systems at construction site

## ENGINEER (INFORMATION TECHNOLOGY) (2004-2005)

NABEEL S. HALABI TRAD. EST,

JEDDAH, KSA

### Job Profile:

- Programming Sales, Inventory and accounts software using VB6
- Administering SQL Server Database
- Lan/Wan/Internet Administration/Maintenance
- Windows Server 2003/ Windows XP Administration

## ENGINEER (INFORMATION TECHNOLOGY) (2001-2004)

ENGINEERS COMPUTER SOLUTIONS,

KERALA, INDIA

### Job profile:

- Developing Sales, Inventory, purchase and accounts software using VB6
- Executing Client Projects
- Administering SQL Server and MS Access Database
- Wireless & Wired Networking
- Server/Workstation Administration
- Configuring Routers & switches
- Troubleshooting/Maintenance

## UNIVERSITY EDUCATION

### MASTER OF COMPUTER APPLICATIONS

2012-2015, SIKKIM MANIPAL UNIVERSITY,

### BSC INFORMATION TECHNOLOGY

2008- 2011, SIKKIM MANIPAL UNIVERSITY

**B. TECH COMPUTER SCIENCE AND ENGINEERING** (COURSE COMPLETED,  
SOME EXAMS PENDING)

1996-2001, T. K. M. COLLEGE OF ENGINEERING, KERALA, INDIA

### PRE-DEGREE (PHYSICS, CHEMISTRY, MATHEMATICS, ENGLISH. GERMAN)

1994-1996, ST. THOMAS COLLEGE, KERALA, INDIA

## CERTIFICATIONS

- Cisco Certified Network Associate (CCNA)(2004) (92.2%)
- Microsoft Certified Professional(MCP) ( Windows 2000)
- WIRELESS NETWORKING Training (2004 Compex Systems Pvt. Ltd. & RP Tech

## MICROSOFT VIRTUAL ACADEMY COURSES

- Windows Server 2012 R2 Access and Information Protection
- Windows Server 2012: Server Virtualization 4/17/2013
- Licensing Windows Server 2012 12/8/2013
- Hybrid Cloud Workloads: Storage and Backup 2/25/2015

- Hybrid Cloud Workloads: Disaster Recovery and High Availability
- Hybrid Cloud Workloads-Websites 2/26/2015
- Hybrid Cloud Workloads SQL 2/26/2015
- Deploying Linux VMs on Microsoft Azure 2/26/2015
- Migrating VMs from Amazon AWS to Microsoft Azure 2/26/2015
- Automating the Cloud with Azure Automation 2/26/2015

## STRENGTHS

- Diverse and Hands on Experience in IT
- Hardworking & eager to learn New Technologies
- Excellent in Diagnosis & Trouble Shooting skills
- Innovative
- Honest & Sincere

## EXPERIENCE IN PACKAGES, TOOLS & DEVICES

- LIMS, MACC ERP, OpenBravo ERP, Retail Pro ERP.
- Microsoft SQL Server, MySQL, PostgreSQL, Paradox, FoxPro
- Microsoft Visual Studio, MonoDevelop, Eclipse .Net, Java, C#, Perl, Python, HTML, VBScript, Excel, Microsoft Access.
- OrgaData, Opera, Build Soft, AutoCAD, Robot, Design Review, Drawing True View
- Windows Server 2003,2003R2, 2008, 2012 R2, Microsoft Small Business Server 2003 Premium, 2003 R2
- Active Directory, DNS, Dynamic DNS, Certificate Services, WSUS
- Microsoft Exchange 2003, 2013 ,Postfix, Courier, Amavis
- Fortinet 100D, 60E, 50B, Cisco 1801SecK9, 2901, 2960-S, Linksys (AP, Switch, router, GW)
- ISA, SQUID ( proxy Server), DansGuardian
- Trend Micro, Symantec Endpoint Protection, MacAfee EPO, Clam Av
- Terminal Services, Remote Desktop Services, RWW
- Hyper-V, VMWare, Oracle Virtual Box, Qemu-KVM
- Microsoft Azure, Google G Suite
- Adobe Acrobat, Libre Office, Google docs, Office 2000-2016, 365
- VoIP, PABX : Grandstream, Yealink
- CCTV, DVR : HIKVision, Samsung
- Access Control: Finger Print, Proximity
- Attendance : Hanvon Faceld, ZKTeco

## REFERENCES

1. Mr. John Leifer, Partner, JVAC LLC (J & O), [jmleifer@gmail.com](mailto:jmleifer@gmail.com), Mobile : 00 44 1530 272557
2. Mr. Mohammed Jabar, Project Manager , Deyarat, 00966506225189
3. Mr. Jad Younes, Manager, Al Jarbou Law, 00966537440222, [jad@aljarboulaw.com](mailto:jad@aljarboulaw.com)
4. Mr. Hossam Jamal, Contracts Manager, SALUMCO, [hosamj@salumco.com](mailto:hosamj@salumco.com), +966050 726 6911