Eng. Modar Sheikh Saeed

<div dir="rtl">م. مُضَــــر الشّيخ سَعيد</div>

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PERSONAL DATA

D.O.B.: 26/6/1986	Marital status: Married	Nationality: Syrian

SUMMARY

An Innovative Software Engineer, offering vast experience leveraging software engineering and DevOps methodologies to deliver highly effective and creative solutions to business and technology challenges. Utilizes highly attuned analytical skills to develop IT and business strategies employing cutting-edge technologies to increase productivity. Consistently drives high standards of service through effective project management, communication, and strategic planning to develop and manage strong relationships. Highly organized with a strong capacity to prioritize workload, delegate deliverables, and steer projects completion within established deadlines.

ACADEMIC QUALIFICATION

Bachelor of Software Engineering
Arab International University - 2011

WORK EXPERIENCE

Albawani Construction Company   Riyadh, Saudi Arabia   **Oct 2019 – Present**
as Manager, IT Business Section

- Coordinate and lead the computer and technology specialists within an organization.
- Managing projects, providing leadership, and developing strategies & goals to improve IT department.
- Establish process for the collection of competitive information across various mediums.
- Analyzing the organization& technological needs, overseeing network security, and determining the personnel needs of the department.
- Defines plan components and project deliverables, goals and milestones related to new competitive research.
- Ability and knowledge to evaluate innovative tools used in any industry that could apply to mortgage IT.
- Efficiently identifies and resolves project issues.
- Maintains business analysis and project documentation.
- Establish standards for communication of business requirements to IT department.
- Ensures processes are in place to detect, correct, and ensure all systems are up continuously and proactively.
- Acts as coach/mentor to team members and supports each individual's development
- Perform other related duties as required and assigned
- Demonstrate behaviors which are aligned with the organization's desired culture.
- Act as coach/mento to team member to designing, creating, and implementing BI dashboards & reports (Microsoft PowerBI & Zoho Analytics).

as IT Administrator   Apr 2018 – Oct 2019

- Upgrading, installing, and configuring new software to meet company objectives.
- Implementing security protocols and procedures to prevent potential threats.
- Creating user accounts and performing access control.
- Performing diagnostic tests and debugging procedures to optimize computer systems.
- Documenting processes, as well as backing up and archiving data.
- Developing data retrieval and recovery procedures.
- Designing and implementing efficient end-user feedback and error reporting systems.
- Supervising and mentoring IT department employees, as well as providing IT support.
- Keeping up to date with advancements and best practices in IT administration.
- Coordinate and lead the computer and technology specialists within the organization
- Google G-Suite Admin. Implement many tools to assist the operations and administration.
- Corporate Telecommunications operations and admin.
- Implement Internet & Intranet with Workflow Engine. (HR, Helpdesk, Business Process)
- Implement IT Assets tracking system and Integration with Intranet.

Clear Vision   Riyadh, Saudi Arabia   Jan 2016 – April 2018
as IT Project Manager

- Managing the opened projects (Google Enterprise Solutions, Web portals, Mobile Applications and Custom Solutions).
- Evaluate client needs and assist in drafting proposals for new business / projects.
- Provide discipline, technical expertise and recommendations in assessing and implementing new software projects.
- Provide routine reports to clients and management on status of project tasks and associated deliverables.
- Gather and document client requirements to establish project scope and approach.
- Configure and deploy G Suite for enterprise customers.
- Migrate users, groups and data from legacy systems to G Suite.
- Provide end-user training and/or support as required per project scope.
- Maintain, analyze, and troubleshoot performance of deployed solutions.
- Assist client technical resources with application configuration and management.
- Cloud Services Support: Google for Work (G Suite), Office 365.
- WHMCS Administrator: Hosting (WHM, cPanel and Plesk) and domains management.
- SEO Services, Google AdWords, Google Analytic.
- ActiveCollab Administrator.
- Microsoft Azure Junior Support.

as Acting IT Operations Manager   Feb 2017 – Aug 2017

- Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines.
- Provide deployment planning and implementation as well as technical consulting for G Suite Projects, Office 365 and Azure Projects.
- Supervising the outsourced\sub-contracted projects.

- Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- Review and approve all systems charts and programs prior to their implementation.
- Identify and qualify new business opportunities.
- Contribute in the process of opening new business channels, and partnerships inside and outside the country.
- Prepare sales quotations and formal proposals.
- Develop and articulate a compelling value proposition to clients.

AIMS International Training & Consulting   Riyadh, Saudi Arabia   Aug 2016 – Sep 2016
STC Project, Mobile Maintenance Training of Trainers

Alomar Furniture   Riyadh, Saudi Arabia   Mar 2014 – May 2016
Social Media Manager, Part-time

Virtual Integrated Projects   Riyadh, Saudi Arabia   Jan 2013 – Dec 2015
IT Supervisor

Syria International Islamic Bank   Damascus-Hamah, Syria   Feb 2012 – Oct 2012
Technical Support Engineer

Khallouf Co – Car & Motorcycles Manufacturing   Hamah, Syria   Aug 2011 – Aug 2012
IT Engineer

Authority of Hama Province   Hamah, Syria   Sep 2011 – Feb 2012
Technology and Communication Expert

ACHIEVEMENTS

- ✓ **Albawani Holding Company,** Intranet Portal
- ✓ **Ministry of HRSD,** Amer Portal
- ✓ **Amlak International,** Website & Self-Services Portal
- ✓ **Saudi Public Security,** Daleel Al Motarafe Mobile App.
- ✓ **King Abdullah Intl. Foundation,** Website & Enterprise Mobile App.
- ✓ **King Fahad the Spirit of Leadership Exhibition,** Virtual tour
- ✓ **SPCC,** Website & Vendors Portal
- ✓ **Syria Intl. Islamic Bank,** Intranet Portal

CERTIFICATES & LETTERS

- ✓ **Course completion, University of Virginia:** Digital Transformation
- ✓ **Course completion, Asite:** Project Admin & AppBuilder
- ✓ **Course completion, Oracle:** Primavera Unifier Training Rel.15.2
- ✓ **Course completion, Microsoft**: Azure – ModernBiz tech series.
- ✓ **Course completion, Google:** Google Apps Administrator Fundamentals.