OHUNOLORUNSE LATIFAT

Address: Number 88, Gbena Street, 7Up , Monatan Ibadan, Oyo State E-mail:bablat009@gmail.com MOBILE +234-8060549186

PROFILE

Graduate, Network and System Administrators with 'Eight years' Experience in excellent customer service skills gaining from working in a customer –facing position.

Work in a challenging and dynamic environment that promotes professional development encourages personal growth socially, morally and educationally through career development. Also, to achieve top management position by channeling my energies and personally profile to those areas that promote and compliments the organizations aims and objectives.
Now looking for new position which will make best use of my existing skills and experience and also further my development

PERSONAL BIO DATA

Sex: Female.

Marital status:Married

Nationality: Nigerian.

EDUCATION DATA

2007-2009   HND Degree in Electrical Electronics Engineering (Electronics Option)

2004-2006   ND National diploma in Electrical /Electronic Engineering.

1995-2001   Leaving School Certificate.

Professional Certification

- *Microsoft Certified professional (MCP)*
- *2019   Certified Information Systems Security Professional(CISSP) in View*

Course Certification

- *April2019   Putting ITIL into Practice (Applying ITIL Foundation Concept)*
- *April2019   Cyber-security for IT Professionals*
- *2019   Security Testing Essential*

TRAINING ATTENDED

2010.   Cisco Career Certification (CCNA).

2012.   Maintenance of Computer System

2012.   Management skill for successful middle managers

2013   Microsoft SharePoint.

2014.　　　　　　　　　　　　*Team Building & Strategic Leadership for .*
　　　　　　　　　　　　　　　 competitive edge.

2015　　　　　　　　　　　　*Installing and Configuring Windows Server 2012*

Key Skills

☐ *Configuring, Troubleshoot and Managing Active Directory.*
☐ *Configuration and installing Windows server2012.*
☐ *Knowledge of LAN technology (Support and Maintain Local Area Network)*
☐ *Installing and Configuration of Wireless access point*
☐ *Installing and configuring wireless Router.*
☐ *Hardware Maintenance*
☐ *Firewall management.*
☐ *Database management.*
☐ *Data Management (Data retrieval, Data Manipulation, Data Transmission andData Storage)*
☐ *MS office (word, PowerPoint and Excel)*
☐ *Office 365*

Carrier History

December 2011- December 2019 Wemabod Estates Limited (5ᵗʰfloor, Western HouseLagos)

IT OFFICER/NETWORK ADMINISTRATOR

　　☐ ***Manage and promote the use of company's intranet and Active Directory Administrator***

- *Server 2012 Administration: Adding user and group accounts to thenetwork, Creating account policies.*
- *Mapping drives, Creating and removing e-mail addresses,Renaming users.*
- *Maintaining mail groups. Recertifying ID files, Monitoring mailrouting and tracing mail delivery.*
- *Maintaining the DHCP and monitoring how it allocates IP address o the client.*

☐ ***Manage the software library of the company***

- *Maintaining an up to date catalogue of software available for use in thecompany.*

- *Ensuring that software is easily accessible to users and Making back up filesand archiving materials where appropriate*

☐ *Manage the computer resources of the company.*

- *Installing new computer equipment as appropriate.*

- *Ensuring that hardware and network cabling is maintained and repairedas necessary.*

- *Maintain an inventory of equipment.*

- *Ensuring appropriate deployment of hardware around the company.*

- *Purchasing ICT related consumables by loading with Chief Information Officer.*

- *Advising on the security of equipment and data.*

- *Promotion and of adhentence to IT security policies and procedure.*

- *To ensure functionality and accessibility of all peripheral (such as scanners andprinter).*

File server Management
- *Ensuring that user are created and / deleted as appropriate.*

- *Managing the allocation of user space*

- *Carrying out regular housekeeping to ensure that the file server storage is useeffectively.*

☐ *Managing the Company Website.*
- *Ensure the company Website is up an drunning.*
- *Upload the website content.*
- *Monitoring the Website analytics*

☐ *Managing the Access Control of the Company*

- *Managing, maintenance and support the CCTV*

- *Manage the access control systems*

☐ *Ensure that network connectivity is maintained and appropriate audited.*

- *Monitoring of the company network.*

- *Performing helpdesk activities.*

- *Installation, deployment, maintain, troubleshoot and back up all windows workstations and Servers.*

- *Implementing the company's network and Internet security policies.*

- *Work alongside Chief information Officer in implementation of the wholecompany ICT policy.*

- *Ensuring that all software updates are successfully installed.*

2010-2011   *OduaTelecom (ONET)NYSC*
                               (opposite mobile barrack)
                               Eleyele road ,Ibadan.

Network Operation/Administrator

- *Monitoring Base Station with their links via servers.*
- *Design and Construction of Internet for Subscribers.*
- *Setting up network printers, setting up roaming profiles for each user.*
- *Troubleshooting system problems.*

2006-20. Oduatelecom (ONET)IT, Cocoa house complex Ibadan.

ISP/IP OFFICER

- *Monitoring and maintenance of bandwidth manager.*
- *Design and construction of internet 4subscribers.*
- *Internet troubleshooting.*

2005.   Lafia Hotel, Apata Ibadan.

MAINTANANCE OFFICER

- *Maintenance and repairing of Television and Air-condition. Maintenanceand repairing of washing machine*
- *Troubleshooting of wired telephone and telephone lines..*

LANGUAGE

English   *Fluently*

Yoruba   *Fluently*

REFERENCES:

MR. SHODUNKE SEYI   08037276074
Accountant (Odu'a Invest. Company   Ltd)
Oba Adebimpe Road, Cocoa House
Complex, Dugbe Ibadan.

MRS HAROON ZAINAB   08023447491
Confidential Secretary (Wemabod Limited)
Wemabod Limited, 8-10 Broad Street,
5th Floor, Western House, Marina Lagos.