

# Ramy Rizk

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**Nationality:** Lebanese

**Marital Status:** Married

**Date of Birth:** 28-02-1992

**Mobility:** Driving License

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| <b>Education:</b>                              | <p><b>Certificates:</b></p> <p><b>2019:</b> ITIL 4 Foundation Course, Formatech</p> <p><b>2018 – 2019:</b> Finance for non-Finance Professionals Workshop, Formatech</p> <p><b>2018:</b> Mastering face to face Communication, Formatech</p> <p><b>2018:</b> CCNAX, Formatech</p> <p><b>2017 - 2018:</b> MCSA, 20741- Networking with windows server 2016, Formatech</p> <p><b>2017 - 2018:</b> MCSA, 20740- Installation, storage and compute with windows server 2016, Formatech</p> <p><b>2017 - 2018:</b> MCSA, 20742- Identity with windows server 2016, Formatech</p> <p><b>2017:</b> Professional Business Writing, Formatech</p> <p><b>2016:</b> MCTNA, Tahandos Institute</p> <p><b>Degrees:</b></p> <p><b>2019 – to date:</b> Master of Science, Cybersecurity and Cyberdefence, Holy Spirit University of Kaslik (USEK), Kaslik</p> <p><b>2010 - 2014:</b> Bachelor of Science, Computer Communication, Arts, Sciences and Technology University in Lebanon (AUL), Kaslik</p> <p><b>2007 - 2010:</b> Lebanese Baccalaureate, Life Sciences, Official School, Zouk Mikael</p>                                                                                                                                                             |
| <b>Experience, duties and responsibilities</b> | <p><b>Lebanon:</b></p> <p><b>“Softech Offshore” Project Coordinator, 2020 – to date:</b></p> <ul style="list-style-type: none"><li>• Work with various members of the project team and the client to develop a time line</li><li>• Create schedules</li><li>• Oversee progress to make sure goals are met on time</li><li>• Determining project changes.</li><li>• Providing administrative support as needed.</li><li>• Undertaking project tasks as required.</li><li>• Developing project strategies.</li></ul> <p><b>“arcenciel” IT Administrator, 2016 – 2020:</b></p> <ul style="list-style-type: none"><li>• Assisting IT manager in all tasks</li><li>• Supervising 3 IT officers</li><li>• Providing IT support to all IT branches and franchise</li><li>• Giving basic Microsoft trainings for Syrian refugees</li><li>• Teaching IT courses for beginners and advanced students</li></ul> <p><b>“Al Sultan Bakery” “Gear Box” “Montelibano”: IT consultant, 2015 – 2018:</b></p> <ul style="list-style-type: none"><li>• Providing IT support</li><li>• Analyzing IT needs within companies and giving objective advice on the use of IT</li><li>• Purchasing systems when appropriate</li><li>• Organizing training for users</li></ul> |

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|                                 | <p><b>“General Paint Co.” System and Network administrator 2015 – 2016:</b></p> <ul style="list-style-type: none"> <li>• Checking network connections</li> <li>• Ensuring backup for all the company data using NAS backup, all way sync and good sync</li> <li>• Setting rules and regulations for each user via Forefront TMG firewall</li> <li>• Doing maintenance for the company Panasonic PBX, Microsoft office and for 30 user computers</li> <li>• Controlling a server with 5 virtual servers via VMWARE work station and VSPHERE</li> </ul> <p><b>“Omega POS” Technician, 2014 – 2015:</b></p> <ul style="list-style-type: none"> <li>• Installing software for clients</li> <li>• Setting and networking the system among various branches</li> </ul> <p><b>“Watstelecom” Technician, 2014:</b></p> <ul style="list-style-type: none"> <li>• Installing and providing support for PBX (private branch exchange),</li> <li>• Installing and providing support for security products as cameras and fire system</li> </ul> <p><b>“Teletrade” Technician, 2013 – 2014:</b></p> <ul style="list-style-type: none"> <li>• Fixing hardware and software devices: smart phones, android and apple tablets, laptops...</li> </ul> <p><b>“Al Saniour Holding” “O&amp;C” Supervisor, 2010 – 2013:</b></p> <ul style="list-style-type: none"> <li>• Assigning employees schedule</li> <li>• Following up with customers</li> <li>• Training staff for sales and customer service at restaurant</li> <li>• Checking employees cleaning and tidiness</li> </ul> <p><b>“Sultan Bakery” Salesman, 2007 - 2010:</b></p> <ul style="list-style-type: none"> <li>• Arranging stock and purchasing products,</li> <li>• Make sure all deliveries are delivered on time</li> </ul> |
| <b>Volunteering:</b>            | <p><b>“Eagles in Christ” Youth club for kids at risk: Leader, 2014-Present</b></p> <ul style="list-style-type: none"> <li>• Youth Club Worship Leader</li> <li>• Giving sessions that have to do with spiritual and social growth</li> <li>• Participating in various activities organized by the club</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Traits &amp; Activities:</b> | <p><b>Personal Traits:</b></p> <ul style="list-style-type: none"> <li>• Confident</li> <li>• Enthusiastic</li> <li>• Practical and flexible</li> <li>• Quick learner</li> <li>• Patient and understanding</li> <li>• Innovative thinker</li> <li>• Optimistic, compassionate, and humanitarian</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                    |  | <b>Personal Activities:</b> <ul style="list-style-type: none"><li>• Football</li><li>• Cycling</li><li>• Swimming</li><li>• Camping</li><li>• Hiking</li></ul> |                                                |                                         |                                         |
| <b>Languages:</b>  |  | <b>Languages</b><br><b>Arabic</b><br><b>English</b><br><b>French</b>                                                                                           | <b>Speaking</b><br>Native<br>Very Good<br>Good | <b>Reading</b><br><br>Very Good<br>Good | <b>Writing</b><br><br>Very Good<br>Good |
| <b>References:</b> |  | Available upon request, along with all work experience letters and certificates.                                                                               |                                                |                                         |                                         |