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Emad Bekhit (US Citizen) Posted by: Individual		Tot Exp : 11 Yrs US Exp : 11 Yrs	Preferred Employment	Available as of Feb-17-11 Email [Check Availability] Forward Profile/Resume <input type="checkbox"/> Save in Scratchpad <input type="checkbox"/> Download Resume Only for Premium Access
Sys Admin/Network;	NT Admin	Salary : 80K /Yr Rate : \$40 / hr	Corp-Corp ✗ W2 Contract ✓ W2-Permanent ✓ 1099 Contract ✓ Need H1B ✗	
Staten Island, NY Relocation : YES Pref. State(s) : NY	Ph(C) : +1-347-922-2851 Ph(H) : +1-347-562-4524 Ph(W) :	Cisco > 4 yrs Cisco Routers > 4 yrs Exchange Serv > 4 yrs Windows 2000 > 4 yrs Citrix > 5 yrs LAN > 10 yrs Windows 2003 > 4 yrs ACCESS > 10 yrs		
Cisco, Windows 2000, ACCESS, Blackberry, Lotus Notes, Cisco Routers, Citrix, Excel, LAN, VOIP, ACTIVE DIRECTORY, Basic, Exchange Server, Migration, Peoplesoft, Powerpoint, VB, Visio, VPN, Windows 2003				
Preferred Time to Call : Flexible - AnyTime on Cell +1-347-922-2851 Corp-Corp Info : Notes :				
Domain Experience : IT/Software				

Enter notes about this profile to share with other recruiters of your company. (Auto Save : ON)

Emad Bekhit
 22 Greencroft Lane
 Staten Island NY 10308
 Home
 Cell
 Email:

EDUCATION:
 Baruch College
 Certificate Degree
 1997 – 1998
 Computer Programming

New Horizon
 Certificate Degree
 2007- 2007
 MS Server 2003 Network Infrastructure

Ashworth College
 Associates Degree
 2004 – Present
 Criminal Justice

TECHNICAL SKILLS:
 Software:

Windows XP, Windows 2000 Advance Server, Windows 2003 Server, Windows 2000 Professional, Windows NT support; MS Exchange server , MS Exchange Administrator; Blackberry Manager 4.0; Blackberry Server; Cisco Unity Server; PC DACs; Microsoft SMS; Lotus Notes; WordPerfect; Access; Excel; Lotus 1-2-3; PC Anywhere; Netscape; Internet Explorer; Adobe Acrobat; E-Mail; WinFax Pro; Right Fax; MS DOS; LANtastic Networks, Novell Netware (4.0-5); ZENWORKS (3.1); NDS (4.11-5); DOS utilities, Desktop publishing, Enhanced memory management; MS Visio; MS Office 95/97/2000/2003;; MS Outlook; MS Project; iManage; DeltaView; Elite; Citrix; West Law (West Mate); Bloomberg; Norton Anti Virus, Trend Micro; Visual Basic Programming of Microsoft Office Applications; VB Basic; Exceed; Echo; Attachments; Kea; Easy CD PRO; CD Recording; Domain Naming System; TCP/IP; IPX/SPX. Search Palace, Cisco VPN; Peoplesoft; Bright stor ARCserve Backup 11.1; Cisco Call Manager 4.1; Cisco Unity 1.1 Build 7; Cisco Phone 7960 series; Cisco Switches (Catalyst 3560 series); Cisco Routers (2800 and 2600 series); Cisco Servers (MCS 7800 series); T1 lines; UPS.

Hardware:

Knowledge of the following hardware, including installation and configurations: Cisco Routers and Switches, IBM PCs and compatibles, Laptops, Servers, CD towers, printers, scanners, modems, network cards, PDAs, hard drives, Zip/Jazz/Ditto drives, SyQuest drives, RAM SIMMs, DIMMs, SDRAM, ECC; Video adapters; motherboards, power supply, Cisco Router, Cisco Switches, VOIP.

Professional Experience:

Heidrick & Struggles

August 2005 – March 2009

IT Site Manager

- Provided leadership to Heidrick & Struggles Wall Street Office.
- Responsible for all computer, servers and Cisco telephony systems for 60 plus users.
- Involved in day-to-day operation of Desktop Support, Network Support and Server Support.
- Responsible for research, acquisitions and configuration of all Wall Street and Server hardware
- Deploying ARC Serve on Windows based LAN for backing up essential data from Servers.
- Analyzed LAN to determine what are the major problems and improvements needed to be made to the network infrastructure.
- Active Directory Support, Configuration and Upgrades.
- Monitored the network & responsible for smooth Operation.
- Support and Upgraded Various Windows: Windows 2003 Server, Windows 2000 Advance Server, Windows XP and Windows 2000.
- Supported and Deployed of network infrastructure in a multi- vendor environment. Platforms deployment and management includes: Cisco Switches, Cisco Routers, Remote Servers and UPS.
- Responsible for routine maintenance and upgrades of, Exchange Server, Wall Street Server, Blackberry Enterprise Server, Cisco Call Manager and Unity Server.
- Successfully Designed and Deployed Call Log Database (Ticket System) for the Wall Street Office
- Phone Support and Installations.
- VOIP Migration, distribution and support of various issues.
- VOIP Support Includes: Cisco Unity Server, Cisco Call Manager Sever and Hardware.
- Installed and configured Siemens phone systems.
- Purchased of network related equipments. Writing reports, reviews and testing.
- Spam Server Support and Configuration.

Thomson Financial

February 2004 - August 2005

Desktop Support Analyst

- User support for Thomson Financial
- Responsible for the repair and maintenance of 700 + desktops and laptops computers.
- Hardware Support Includes: Blackberry, Harddrives, Memory, Network Cards, Modems, Scanners, Printers, Monitors, Speakers, Video Cards, Mouse, Keyboards, Etc.
- Software Support Includes: VPN, MS Office (97, 2000, XP and 2003), Citrix, Athena SFA, Hyperion, DameWare, Active Directory, Thomson One, Thomson One Analytics, Thomson One Banker, Athena Contracts, Rightfax, Advance, Lotus Notes, Acrobat, Etc.
- Lotus Notes Admin (Created ID's, Installation and Configuration).
- Network Admin (Created User Accounts and provided various permissions for End Users).
- Network Troubleshooting

The Bank of New York / Infinite Technology Group October 2003- January 2004

Desktop Support Analyst

- Desktop/Helpdesk Support for The Bank Of New York
- Hardware support includes: Reimaging, Harddrives, Mother Boards, Memory, Video Cards, Sound Cards, Processors, CD-Rom, Floppy Drives, Network Cards, Etc.
- Software support includes: Novell Client, People Soft, SPE productions, Internet Explorer, Microsoft Office 97/2000/XP, Financial Control, Lotus Notes, AT Financial, Citrix, Etc.
- Servers Support Includes: Hardware/Software (Controllers, Harddrives, Motherboards, Memory, Network Cards, CD-Rom, and SCSI's, Storage Systems, Windows 2000 Server, Harddrives, Arrays, Installation and Configuration.

JP Morgan Chase / Peak Organization

May 2003 – August 2003

Consultant

- Consultant for JP Morgan Chase
- Consultant includes: PC Rollouts (replaced IBM computers to Dell and reimaged PC's)
- Performing Evaluation and Migration

Hughes Hubbard & Reed

September 2001 – July 2002

Systems Analyst

- Hardware/Software support for New York, Washington, Los Angeles, Miami, New Jersey, and European Firms
- Desktop support for Win NT, Win 2000, Domain
- Hardware and Software Installation, Configuration, and upgrades for Blackberries and Palm Pilots
- Hardware Support and Troubleshooting, Network Upgrades, Cables, Mouse, Speakers, Monitors, Keyboards, Printers, Modems, Scanner, and Hard drives, Motherboards, Memory,
- Software Support and Troubleshooting, Upgrades in Elite, iManage, Citrix, West Law, Right Fax, DeltaView, MS Office, MS Outlook, Lexis Nexis, Windows, Etc.
- Microsoft Access using VB (Laptop Updates, Vendor records and ID's, HHR Phone Directory, Circuit Line Information)
- Created manuals for procedures
- Project Leader for Laptop Rollout

CityWide Technology / the Bank of New York

July 2000 – June 2001

Desktop Support Analyst

- Worldwide Technical Support and Desktop Support for the Bank of New York
- Helpdesk support
- Global Telephone Support
- Second and third level support
- Desktop support and Helpdesk Support included remote access, internet, virtual private networking (installation, tweaking, troubleshooting), LAN/WAN, PWC install (Lotus Notes, Applications), PWS US Standard Configuration (Ghost Imaging), hardware and software troubleshooting and modifications, network, maintenance of user equipment, rollouts/pilots laptops, PDAs, Applications (MS Visio, Attachments, Kea, Reflections, Exceed, Exchange, Echo), hardware/software support, MS Office Suite/Pro, Blackberry, Palm Pilots etc.
- Upgraded hardware including hard drives, RAM, multimedia, video, power supplies, LAN cards, Motherboards, controller cards (IDE, EIDE, SCSI, SCSI-2), PCI upgrades, Floppy drives, sound cards

The Bank of New York

August 1998 – July 2000

Desktop Support

- Developed and Supported PC programs for the Corporate Trust Division (Microsoft Access, Excel, PowerPoint)
- Created custom and staff-wide and personal in Access, Excel, PowerPoint (Tables, Queries, Forms, Reports, Macros, Modules)

- Created and wrote reports for (Budget Cuts, Employees Information, Telephone Directory, Floor Maps)
- Coordinated and handled all repairs and upgrades of all PCs and office equipment (personally or through outsourcing)
- Interfaced with applications, hardware, network, MS Office Suite/Pro, maintenance, and other departments.

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