Name	**ĆEMO ADNAN**
Address	**BAJRE KALJANCA 17** **71210 ILIDŽA**
Telephone	**061 501 345**
E-mail	**adnan_cemo@ius.edu.ba**

Nationality at birth	Bosnian
Present nationality	Bosnian

Date of birth [Day, month, year]	20.05.1985.
Place of birth	SARAJEVO

Sex	Male X	Female	☐

WORK EXPERIENCE

• Dates (from – to)	**25.01.2015 - Present**
• Name and address of employer	Internacional University of Sarajevo, Hrasnička cesta 15, 71210 Ilidža
• Type of business or sector	IT Department
• Occupation or position held	**Smart ID Card Manager**
• Main activities and responsibilities	• Administration and maintenance of Campus' Smart ID card System • Personalization, management and maintenance of Campus' Smart ID Cards • Reporting and Report Preparation from Central Smart ID Card Database • System Security Design and Implementation; • Wireless Internet Security Design and Implemetation; • Anti-virus/Anti-Spam Design, Configuration and Update ; • Coordination, Management and Maintenance computer labs; • Monitoring and Management of IT Smart ID Cards and Inventory Database • System Security Updates; • VoIP Security Design and Implementation; • Takes measures for improving security of server / desktop / laptop systems (updates, patching, security policies) • Co-operates with other employees and performs other tasks in accordance with work plans and tasks requested by the IT Director;

• Dates (from – to)	**25.01.2013 – 25.12.2015**
• Name and address of employer	Internacional University of Sarajevo, Hrasnička cesta 15, 71210 Ilidža
• Type of business or sector	IT Department
• Occupation or position held	**Network Coordinator**

• Main activities and responsibilities	Maintenances, Design and Implementation of Local Area and Wireless Networks. Maintenances, Design and Implementation of network services. LAN and Wireless Networks Security and Implementation. Anti-virus / Anti-Spam within network environment. Coordination, Management and Maintenance computer labs. Monitoring and Management of IT Inventory Database. Co-operates with other employees and performs other tasks in accordance with work plans and tasks requested by the IT Department Director. For his/her work is accountable to the IT Department Director.

• Dates (from – to)	**18.11.2008.-25.01.2013**
• Name and address of employer	Internacional University of Sarajevo, Hrasnička cesta 15, 71210 Ilidža
• Type of business or sector	IT Department
• Occupation or position held	**Assistant to IT Director**
• Main activities and responsibilities	Providing technical support to office users running Microsoft Windows XP,Microsoft Windows 7, Linux; Microsoft Office Suite and a number of various other applications; Maintaining inventory of all computer software, hardware and peripherals; Installation and configuration of system hardware and software; Providing daily office administrative tasks; Updating software database, labeling and organizing the software, IT room and shelves; Troubleshooting and maintenance of IUS Dormitory Internet connections and computers; Assisting in establishing, maintenance and troubleshooting of IUS Computer Labs; Network, telephone and electrical cable installation and termination ; Assisting in purchasing and invoice process; Developing, maintaining and updating IUS web site; Assistance, including scheduling of meetings and taking minutes; Provide help desk support for on-site and remote users and other duties assigned by IT Director.

EDUCATION

• Dates (from – to)	09/2004 – present (senior student)
• Name and type of organization providing education and training	Faculty of Electric Engineering in Sarajevo
• Principal subjects/occupational skills covered	Electric engineering (IT networks, Web design, Programming and programming languages, Operational systems, Communication systems)

• Dates (from – to)	09/2000 – 05/2004
• Name and type of organization providing education and training	Electrotechnical High School in Sarajevo
• Principal subjects/occupational skills covered	Training course subjects: • Computer science • Mobile communication systems • Digital telecommunication systems

PERSONAL SKILLS AND COMPETENCES	

MOTHER TONGUE	**Bosnian**

OTHER LANGUAGES	

[Specify language]	English
• Reading skills	excellent
• Writing skills	excellent
• Verbal skills	excellent

SOCIAL SKILLS AND COMPETENCES	-Team spirit (acquired through work experiences); -Ability to adapt to multicultural environment (acquired through work experiences); -Communication skills: the ability to write with clarity and to transmit information effectively (acquired through work experiences and education);

ORGANIZATIONAL SKILLS AND COMPETENCES	-Sense of organization

TECHNICAL SKILLS AND COMPETENCES	-Information technology skills:
	
	  - Operating Systems: DOS, Windows 9x/ 2k/XP/Vista,7, Linux
	
	  - MS Office Applications (MS Word, MS Excel, MS Power Point)
	
	  - Internet Applications (Internet Explorer, Outlook Express, ...)
	
	  - Web design programs: HTML, Corel Draw, Adobe Photoshop, MacroMedia Flash MX, FrontPage
	
	  - Web technologies: PHP, ASP.net,
	
	  - Network technologies CISCO, Microsoft, Linux
	
	- Web servers : IIS, Apache
	
	- Database : MySQL
	
	-Opensource software solutions
	
	- Software and hardware installation skills

DRIVING LICENCE(S)	**B**