

ASHEL MESHAK



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PROFILE

IT Coordinator with 2+ years of experience coordinating IT infrastructure projects, Microsoft 365 user administration and support, and coordinating implementation of physical security systems (CCTV, access control, etc.), through effective vendor and stakeholder management. Seeking to advance my career in a reputable organization where I can apply my project coordination expertise while continuously learning and developing new skills. I'm committed to being a reliable team player who bridges technical and business needs, contributing to organizational goals through effective communication, problem-solving, and strategic vendor management.

EDUCATION

JUNE 2019

Pearson Edexcel International GCSE Ordinary Level, Adventist International School, Negombo

SEPTEMBER 2019 to JULY 2023

HND in Computing, Pearson BTEC Level 5 Higher National Diploma in Computing (Software Engineering) Grade: MERIT | American College of Higher Education, Sri Lanka

WORK EXPERIENCE

JANUARY 2023 TO DECEMBER 2025

Coordinator – Information and Communication Technology (ICT), International Conferences Management (Pvt) Limited (ICML), No. 31, Layard's Road, Colombo 05, Sri Lanka

My responsibilities as an IT Coordinator were:

- Coordinated IT infrastructure services across multiple office locations, managing vendor relationships for network systems, overseeing equipment maintenance, and ensuring reliable ILL and fiber connectivity for all users.
- Configured and installed Microsoft office 365 for users, providing training and user support to ensure effective platform adoption.
- Coordinated implementation and maintenance of CCTV systems (Hikvision) and access control systems (Suprema, ZKTeco).
- Served as primary liaison with telecommunications vendors (Dialog, SLT) to maintain 99%+ network uptime during critical live-streaming events and troubleshooting escalations.
- Utilized FortiAnalyzer, GDMS network monitoring tool, and Dialog Netwatch tools to generate reports, monitor bandwidth utilization, track devices online / offline status, etc. (APs, UPS systems, network equipment) and maintain real-time visibility of network infrastructure health.

Moreover, I successfully coordinated multiple IT projects including IP Phones Installation for various departments, network upgrades, physical security systems such as CCTV, Access Control implementations according to the organizations requirements. Worked closely with cross-functional teams and external vendors to ensure timely project delivery while maintaining minimal disruption to daily operations.

REFERENCES

Name: Mr. Hisham Yusuf Sally _____	Name: Mr. Don Ramesh Indika _____
Title/Position: Chief Sales & Solutions Officer (CSSO) _____	Title/Position: Product Head – Cyber & Physical Security Dialog _____
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