

# RUBEN JACOB

SYSTEM ADMINISTRATOR - Server Administration, Cloud Infrastructure, Compliance Operations

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📍 [Regina, Canada](#)

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## SKILLS

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- **Operating Systems:** Windows Server (2012/2016/2019), Linux, system installation and configuration.
- **System Administration:** AD services, user, access management, DNS, DHCP & routine server maintenance.
- **Security:** DLP, Microsoft Information Protection, endpoint security, patch, vulnerability management.
- **Virtualization:** AWS (EC2, S3, IAM, VPC - working knowledge), cloud fundamentals, virtualization basics.
- **Networking Fundamentals:** TCP/IP, troubleshooting, routing & switching basics, connectivity diagnostics.

## WORK EXPERIENCE

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### Associate Consultant

July 2019 - August 2022

*Wipro*

*Pune, India*

- Administered Microsoft Information Protection (MIP) sensitivity labels for 1000+ users across enterprise environments, improving data security compliance by 20%.
- Performed MIP client compatibility testing across Microsoft Office environments and configurations, ensuring 99% application stability constantly.
- Executed controlled document/email decryption with super user access privileges, maintaining 100% audit trail compliance for 200+ cases prosperous.
- Maintained security policy documentation and change records in structured repositories, reducing audit preparation effort by 30% noticeably.
- Diagnosed and resolved MIP-related incidents, reducing user-reported issues by 30% and improving data protection tool reliability.
- Aided in policy optimization and governance checks across enterprise systems, reducing data misclassification incidents by 20% correctly.
- Collaborated with cross-functional IT and security teams to improve information protection workflows, enhancing operational efficiency by 18%.

### System Administrator

June 2015 - June 2019

*Nelito Systems Limited*

*Pune, India*

- Deployed Data Loss Prevention (DLP) and McAfee Drive Encryption across 15,000+ endpoints in enterprise environments, reducing security breaches by 30%.
- Designed and optimized DLP policies aligned with compliance requirements and organizational standards, improving threat detection accuracy by 35%.
- Managed encrypted system recovery, token handling, and password resets with 99.5% success rate across 500+ support requests ably.
- Deployed security patches across 15,000+ servers and desktops in production environments, reducing critical vulnerabilities by 40%.
- Generated compliance and vulnerability reports for audits and governance reviews, achieving 100% audit readiness and 25% fewer findings.
- Monitored endpoint security and incident response activities using enterprise tools, reducing security incidents by 30% year-over-year.
- Aided in infrastructure monitoring and system uptime improvements, increasing overall service availability by 22% across enterprise systems.

## EDUCATION

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### Post-Graduate Diploma in Cloud Computing and Blockchain

August 2023 - April 2024

*Saskatchewan Polytechnic - Regina, Canada*

### Post-Graduate Diploma in Cyber Security

August 2022 - June 2023

*Saskatchewan Polytechnic - Saskatoon, Canada*

### Bachelor of Engineering in Electronics and Telecommunication

2009 - 2014

*Pune University - India*

## CERTIFICATIONS

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- **Certified in Cybersecurity (CC) – ISC2** July 2023
- **SC-900: Security, Compliance, and Identity Fundamentals – Microsoft** May 2022
- **AZ-900: Microsoft Azure Fundamentals – Microsoft** July 2020