**Your Name**

**Contact No**.: +919000000000

**E–Mail:** xxxx@abc.com

**Objective**

Seeking middle level assignments in Project Management / System Administration / Network Architecture with an esteemed organization in the IT Sector

**PROFESSIONAL PROFILE**

* An accomplished professional with **3 Years** of experience in the arena of Project Management, System Administration, Networking and Troubleshooting with reputed organizations.
* Currently associated with **ABC Ltd, as Network Engineer.**
* Experience in installation and administration of Mail Support, LAN, WAN, Windows NT, PCs, Servers, Cisco Switches/Routers and Microsoft Office applications.
* Proficient in analyzing information system needs, evaluating end-user requirements, custom designing solutions, troubleshooting for complex information systems management.
* Expert in modern concepts of end-to-end program planning and implementation from scope management, to activity sequencing, effort & cost estimation, risk analysis to quality management in adherence to quality guidelines and norms.
* Specialized in maintaining servers and clients as well as resolving all service related problems.
* Possess excellent organisational, communication, analytical and troubleshooting skills.

**IT SKILL SETS**

Platform: Win2000/Win2003 Client -Win2000/XP/ME/98

Hardware: CISCO Router & Switch, Modem (Rad/Ascom), Metller

Application: POS, Lotus Server& Client, Outlook, SAP, Citrix, Gift Voucher, Symantec Server & Client, Ms-Office, Eset32 Antivirus Server.

**FUNCTIONAL EXPERTISE**

### **Project Management**

* Client interaction for requirement gathering, risk assessment, finalisation of technical specifications.
* Develop plans & schedules, resource allocations as per budgets, manpower deployment and team meetings for individual projects.

## Interact with team members to ensure smooth progress of project work

**Networking**

* Setting up and managing Local and Wide Area Networks (LAN, WAN) to maintain maximum network uptime.
* Handling Networking & Database Administration with technical expertise in the implementation, operations and support functions using IT as a tool.
* Monitoring network maintenance activities and ensuring prompt troubleshooting of network problems, to achieve maximum network uptime.
* Managing IP allocation & ensuring minimal downtime of machines, configuring servers for fault tolerance with User Security and Disk Space Management to optimise the server utilization.

**System Analysis**

* Coordinating System/ Requirement Analysis for understanding client {internal/ external} business processes and mapping them to required framework standards.
* Installing servers, MS windows, network services, Active Directory, workstations and peripherals.
* Suggesting appropriate as well as technology-based solutions for enhancing functional efficiency of the organisation and achieving business excellence.
* Interacting and building relationships with clients for addressing challenging issues.

## **Technical Support**

* Troubleshooting database systems that contain critical data for the organization.
* Addressing performance bottlenecks and ensuring maximum uptime.
* Conducting systems diagnostics, troubleshooting, analyzing network performance, system slowdowns and ascertaining reasons for the encountered bottlenecks.

**ORGANISATIONAL PROFILE**

**Since July’ 09 with ABC Ltd , Allahabad as Network Engineer**

**Role:**

**Technical:**

Application Server: LAN/Wan Network Services

Pc Desktop Systems: Mail Support

Scheme Updating: Antivirus Server

ON Air Issues: Application Rollout

**Functional:**

* Responsible for handling Station of Allahabad Site.
* Monitoring and administrating the overall system administration activities in the Station.
* Ensuring Data Integrity and accuracy and maintenance of application at the Station.
* Efficiently handling the maintenance of LAN/ WAN, Cisco routers for data & voices for network traffic.
* Analysis, installing, troubleshooting of ODBC.
* Monitoring Lease Lines (MPLS & MLLN).
* Monitoring File System, Backups and Restores.
* Monitoring errors through Logs and System explorer.
* User and Group Administration in Servers.
* Anti Virus Server updating.
* Assist for technical help for near location Stations

**Achievement:**

* Handling Scheduling work in absence of Traffic scheduler.
* Managing Music Scheduling for 6 months.

**Feb’ 08 – March’09 with ABC Infotech, Allahabad as Site Engineer**

**Role:**

**Technical:**

Application Server: LAN/Wan Network Services

Pc Desktop Systems: Mail Support

Scheme Updating: Antivirus Server

Billing Related Issues: Application Rollout

**Functional:**

* Responsible for handling The Future Group Project of Allahabad Site.
* Monitoring and administrating the overall system administration activities in the Store & Warehouse.
* Ensuring Data Integrity and accuracy and maintenance of application at the Store and warehouse.
* Efficiently handling the maintenance of LAN/ WAN, Cisco routers for data & voices for network traffic.
* Accountable for proper functioning of entire network & E-Mail (Lotus Notes) set up.
* Managing Configuring and updating of Schemes.

**Achievement:**

* Instrumental in competing 15th August, 100th Store Opening celebration individually.
* Holds the credit of Hanoverian all the IT Assets to Wipro and Sing off the SLA service level agreement.
* Played a chief role in completion of the Lucknow and Varanasi IT Project to Store Live.

**Nov’06-Jan’08 with** ABC A division of ABC India Ltd. **Allahabad as** Sr. Business Support Executive

**Role:**

**Technical:**

Application Server: LAN/Wan Network Services

Pc Desktop Systems: Mail Support

Scheme Updating: Antivirus Server

Billing Related Issues: Application Rollout

**Functional:**

* Handling the administration of the overall system administration activities in the Store & Warehouse.
* Managing wide gamut of maintenance activities entailing Data Integrity and accuracy, maintaining application, LAN/ WAN, Cisco routers for data & voices for network traffic.

**Achievement:**

* Holds the distinction of competing 26th January (Sabse Saste Tin Din), Mano na Mano, 15th August, 50th Store Opening Celebration, Exchange Mela and All celebration successfully with out any downtime.
* Instrumental in Mail Migration Lotus 6.5 to Outlook.
* Played pivotal role in setting up of Commercial Office.
* Distinction of completing the Allahabad and Kanpur IT Project to Store Live.

#### **Feb’06–Nov ’06 with ABC India, Allahabad as Computer Faculty**

**Role:**

* Addressing customers concern, assisting in troubleshooting and rendering support to the users of the Network comprising of over 40 Machines (IBM, ACER, HP) and peripherals including LaserJet Printers, inkjet printers (Lexmark, HP, Olivetti), Scanners.
* Functioning as Member of the Faculty, responsible for completing the Syllabus of O & A Level including C and C++, Java/VB, MCP, A+ & N+., Hardware and Networking.

**Achievement:**

* Successfully configure the WIFI connection for the Staff and students.
* Essayed chief role in providing the Centre support to shift one location to another location.
* Instrumental in helping the ICA Education division to go on line and add another 20 PC on the network.

#### **Jan’04–Jan ’06 with ABC Division, Allahabad as Database Administrator & Office Manager**

**Role:**

* Responsible for maintaining System Network and Database Server and modifying and updating the processing software as per the customers need.
* Performing scanning of Registration form for U. P. 9th and 11th and converting the captured data into Database.
* Efficiently coordinating with vendors for the maintenance of uptime for the systems upto 95%.

**Achievement:**

* Merit of Chapter scanning data up 97% accurate.
* Merit of implementing the Application to improve the working.
* Instrumental in providing the Data on Record time.
* Distinction of working with time line and completing the task within the time line.

**ACADEMIC CREDENTIALS**

* B.Com from Open University Allahabad in 2005.

**PROFEESIONAL CREDENTIAL**

* Advance Diploma in Software Technology (ADST) from STG Allahabad in 2005.
* Advance Diploma in Networking (ADNET) from STG Allahabad in 2004.
* Microsoft Certified System Administrator (MCSA) in 2004.
* Diploma in Office Management from Mysore University in 2003.
* Perusing RHCE (Red Hat Certified System Engineer) & CCNA (Cisco Certified Network Associate.)

**PERSONAL DETAILS**

* Date of Birth: 05 May 1983
* Address: 180 M G Road, Allahabad – 000 000