

**Manoj kumar M**

Dindigul,  
India.

**E-mail** : mkmano916@gmail.com

**Mobile** : +91 9042406621

**Summary:**

Creative and dedicated System Administrator with 5+ years of experience in delivering innovative and effective solutions across defence, space, civilian, and intelligence markets. Hands-on expertise in monitoring network devices, services, and servers. Creates and maintains detailed network documentation by participating in group collaboration and project planning, and effectively communicating issues and resolutions to all levels within the organization.

**Professional Highlights:**

Having **5+ years of experience** in IT industry in Windows and Desktop Support. Completed a Bachelor of Engineering (ECE) 2016 at SSMIET Dindigul. An extensive knowledge of Implementing Windows XP, Windows 7,8.1,10 and 11 Environment, Insightful knowledge of windows Administration including Trouble shooting, configuration the Desktops and Laptops, back up & recovery and patch upgrades under Windows environment.

Worked on various roles like Field Engineer, Resident Support Engineer, Senior Engineer and responsible for planning, designing etc., Also worked on hardware's like Lenovo, HP, Acer and Dell Systems.

**Total work Experience: 5+ Years.**

**Employment History****1. Evora Retail Pvt Ltd**

**Designation** : System Admin Engineer

**Duration** : Nov 2024 to till date

**Work Place** : Dindigul.

**Job Profile:**

The profile primarily involves providing the Infrastructure Support to Evora Staffs. Evora Retail Pvt Ltd, a reputed garment manufacturing unit, which produce merchandise for most of the premium Global and Indian Brands.

## **Responsibilities:**

My Job responsibilities included Administering, Managing and Troubleshooting Windows environments.

- Monitoring, Managing and Administrating 15 Systems.
- Systems Administration of Windows 7, 10 and 11.
- Responsible for push the Microsoft windows patches (Critical and Security Patch) every month.
- Configure Quick Heal Antivirus software to full protect IT environment.
- Responsible for Re-Installed the OS and Configuration to Laptops and Desktops.
- Responsible for updating and upgrading Patches and Service Packs.
- Responsible for windows Patch report preparation every month.

## **2. Fourth Dimension Technologies Pvt Ltd**

**Designation** : System Admin Engineer

**Duration** : Apr 2022 to Aug 2024

**Client** : TVS Srichakra Ltd, Madurai

**Work Place** : Chennai

## **Job Profile:**

The profile primarily involves providing the Infrastructure Support to TVS Employees. TVS Eurogrip is a brand by TVS Srichakra Ltd, leading manufacturer of Two & Three Wheeler tyres and Off-Highway tyres.

## **Responsibilities:**

My Job responsibilities included Administering, Managing and Troubleshooting Windows environments.

- Responding and resolving the tickets/issues within the time using SMTP ZOHO (Manage Engine) ticketing tool.
- Monitoring, Managing and Administrating Approx 1000+ Systems.
- Systems Administration of Windows 7, 8, 8.1, 10 and 11.
- Monitoring the NAGIOS and Zabbix Portal for Network down alerts.
- Responsible for push the Microsoft windows patches (Critical and Security Patch) every month using ZOHO-Manage Engine tool.
- Configure Bit Defender Antivirus software to full protect IT environment.
- Assisted in Asset maintenance throughout the OCS tool to maintain Software and drivers.
- Complete password changes and supplied active directory support.
- Install and configure Office 365 subscription package.
- Responsible for Azure ID activation.
- Install and configure the O365 Outlook Mail.
- Install and configure the O365 Onedrive.
- Responsible for Re-Installed the OS and Configuration to Laptops and Desktops.
- Responsible for Configure Druva software for Data backup server.
- Responsible for updating and upgrading Patches and Service Packs.
- Responsible for MIS (Antivirus)report preparation every month.
- Responsible for windows Patch report preparation every month.
- Responsible for AV and Patch Data documents for Audit purpose.

- Responsible for DRM activity.

### 3. Vansan systems and Service Pvt Ltd

**Designation** : System Engineer

**Duration** : May 2017 to March 2020

**Client** : Anna University (Guindy campus), Chennai.

#### Job Profile:

The profile primarily involves providing Service & User Support to Anna University Staff. Anna University is an education platform. It has a many departments and Computer Labs. It has 1000+ desktops and laptops.

#### Responsibilities:

My Job responsibilities included Administering, Managing and Troubleshooting Windows 7, 8, 8.1 and windows 10 environments.

- Managing and troubleshooting the 1000+ systems
- Install and configured the all OS with updated version
- Configure Kasper sky Antivirus software to full protect campus environment.
- Configure the Outlook (POP and IMAP)
- Configure and install the Basic free licensed software
- Configure and install the Access points
- Fix the new network IO ports
- Installed the Network Jack panel
- Fix the Rack server
- Trace the Fiber cable damages
- Remote support

#### Education:

|     |             |
|-----|-------------|
| HSC | 2011 - 2012 |
|-----|-------------|

St.Mary`s Higher secondary School, Dindigul

|          |             |
|----------|-------------|
| BE (ECE) | 2012 - 2016 |
|----------|-------------|

SSM College of Engineering and Technology, Dindigul, Tamilnadu.

#### Experience:

Fiber Optic Technician

BSNL at Madurai 3 months

2016 - 2017

Vansan Systems Pvt Ltd - System Admin

in Chennai

2017 - 2020

Ambiga plywood Pvt Ltd - Designer

in Dindigul

2021 - 2022

Fourth Dimension Technologies Pvt Ltd - System Admin  
Client (TVS SRICHAKRA LTD) in Madurai

2022 - 2024

Evora Retail Pvt Ltd - System Admin  
Manufacturing Unit Dindigul

2024 - Till now

**Declaration:**

The above statements are true to the best of my knowledge and belief.

---