

IT ADMIN RESUME

P G SARAVANAN

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Professional Summary :-

The primary role of an IT System Administrator is to maintain and oversee the company's overall computer infrastructure aspects. This includes managing servers, maintaining networks, and CCTV security systems and ERP Software. The job description entails managing upgrades, installing new hardware and software, performing troubleshooting tasks, assessing viruses and potential threats; monitoring the use of email, creating and changing passwords; and making suggestions for improving computer systems, data backup process, and data recovery.

Professional Education :-

B. COM

Kandaswamy Kandar's College, Velur. Periyar University, Salem - 2001 – 2004

M. COM

Kandaswamy Kandar's College, Velur. Periyar University, Salem - 2004 – 2006

DCS

Aptech Computer Centre. Velur. Namakkal - 2006

Professional Interest :-

- ❖ **Hardware and Networking.**
- ❖ Inventory Control & Maintenance.
- ❖ Management and Cost Accounting.

System Proficiency :-

- ❖ Windows XP, Win 7, Win 8.1, Win 10, Win 11, Windows Server 2003, 2008, 2012, 2016, 2019.
- ❖ Microsoft Office 2003, 2007, 2010, 2013, 2016, 2019 & 2021.
- ❖ **Tally ERP 9, Regent ERP, Focus, Busy, Ultimate, Payroll ESSL & Prime, Wins Soft ERP, Real ERP.**

Professional Skills :-

- ❖ Strong ability to adapt and learn quickly. Strong verbal and written communication skills.
- ❖ Creative problem solver and active team player & leader.
- ❖ Excellent organizational and time management skill.
- ❖ Strong in customer service and relations for both internal and external clients.
- ❖ Ability to multi-task and work well in under pressure.
- ❖ **5S Implementation (Seiri, Seiton, Seiso, Seiketsu, Shitsuke, Safety).**

Professional Experience :-

- ❖ **SJLT Textiles Private Limited – Namakkal (Spinning Mills)**
Accounts Assistant & EDP Incharge. Jun” 2006 to Oct” 2010
- ❖ **Asian Fabricx Private Limited – Karur (Home Textiles)**
EDP Incharge. - Dec” 2010 to Oct” 2015
- ❖ **Pee Aaa Impex Private Limited – Karur (Home Textiles)**
EDP Incharge - Jan” 2016 to Nov” 2018
- ❖ **Saraswati Udyog India Limited – P. Velur (Duplex Board Paper Mill)**
EDP Manager - Jan” 2019 to Dec’ 2023
- ❖ **Aradhana Knitting Mills Pvt Ltd – Tirupur.**
EDP Manager - Jan’ 2024 onwards,

Professional Roles and Responsibilities :-

Accounts: - Daily Production Statement Preparation (Blow room, Carding, Comber, Simplex, Drawing, Spinning, Auto cone, Weaving Looms & Knitting).

- ❖ Daily Cotton and Yarn dispatch details. Fabric, Yarn, Cotton and Waste Stock Maintenance
- ❖ Preparing Sales Invoice & Packing List for Yarn and Fabric sales.
- ❖ Prepare & Maintaining ISO Auditing Documents (ISO 9001:2008).

Windows Server: -Administration and Maintenance of Microsoft Windows Server 2003, 2008, 2012, 2016 and 2019. Installing and Maintaining of VMware Server Workstation.

- ❖ Installing Microsoft Windows Server OS Win Server 2000, Win Server 2003, Win Server 2008, Win Server 2012, Win Server 2016 & Win Server 2019.

AD DS, DHCP: - Good knowledge of Active Directory administration and configuration.

- ❖ Designing, implementing and managing Active Directory Users and Computers.
- ❖ Configuring and Maintaining Domain Controller, Active Directory users and computers, DNS Server and DHCP Server, and Application Server. File Server, Antivirus Server and ERP Server.
- ❖ Define & Create User rights & Permissions for Domain Controller Active Directory Users.

- ❖ **Routers & Antivirus, Firewall:** - Configure and Maintenance of Local Area Network, Antivirus Console, Firewall & Dual Routers (Symantec, Kaspersky, McAfee, Fortigate Firewall, K7 Antivirus Console, Sophos XG125 Firewall, Seqrite EPS Console, D-Link Router, TP-Link, Wi-Fi USB Nano, Net gear).

- ❖ Ensure adequate antivirus protection & solutions are maintained and updated.

Remote Support: - Maintaining maximum availability of supported services for remote users.

- ❖ Provide remote support to off-site teams, to include software, Networking, Wi-Fi & VPN.

Data Backup: - Good knowledge of at least one major data files and ERP DBMS backup solution (Nas - Network Attached Storage, Symantec Backup Exec, Quick heal AV Backup and Synology Data Replicator3).

License: -Keeping hardware and software inventory up-to-date.

- ❖ Monitor software license status and ensure compliance with licensing agreements.

System Maintenance Log: - Keep and update a logbook of system maintenance routines, frequent faults, along with solutions to problems.

- ❖ Create and maintain an up-to-date documentation of network, systems and applications.

ERP: - To ensure the successful implementation of the ERP system by providing expert level support and guidance to users. Manage data migration for new ERP implementations or upgrades

- ❖ Working with management to design new systems or make changes to existing systems to improve efficiency and effectiveness
- ❖ Training users on how to use the new system once it has been implemented
- ❖ Creating reports based on data compiled from the system and presenting them to management
- ❖ Manage upgrades and installations of system software.
- ❖ Providing technical support and training ERP end-users.
- ❖ To troubleshoot any issues that users may have with the ERP system.

Troubleshooting: - Assembling new systems based on company's requirement.

- ❖ Training new users in the basics of the System: Windows, Email, Internet, MS office, In-house applications, ERP Packages (invoice manager, human resource database).
- ❖ Conducted daily server and Client system health checkup and record monitoring.
- ❖ Diagnosed and recovered all technical issues related to hardware and software.
- ❖ Installing Network Printers and connecting to all systems through Local Area Network, Wide Area Network, Android Mobile and Wi-Fi.

Networking: -CAT 6 UTP Network Cable Crimping.Network Rack Setup with labelling and Line Testing.

- ❖ Switch to Switch & Switch to System Connection with labeling

Mail: - Configuring Microsoft Outlook and Mozilla Thunder bird for Mail Communication (POP3, IMAP).

CCTV: - Configuring and Maintaining DVR & NVR (Dahua, Hikvision, CP Plus, Hi-Focus) and CCTV Analog, Digital Camera backup and record monitoring through LAN, WAN & Mobile.

Personal Profile :-

Father Name	:	M. Ganesan (Expired)
Date of Birth	:	25 th Jan 1984
Nationality	:	Indian, Hindu
Marital Status	:	Married & 2 Child

Declaration

I assure you for that I will discharge my duties and responsibilities to the almost satisfaction to my superiors. I solemnly declare that the above furnished details are true to the best of my knowledge.

Date:

Yours Sincerely,

Place:

(P G Saravanan)