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| IT Administrator | | | | | | | | | | | | | | | |
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|  | | **Profile** | | | | | | | | | |  | | | |
| Goal-oriented and collaborative Microsoft Certified IT Administrator with 2+ years of experience in Computer Operations, System Administration, User access management, administration and configuration to support growing businesses to consistently achieve high availability and performance. Proven ability to provide creative and effective solutions through the application of highly developed problem solving skills. | | | | | | | | | | | | | | | |
| **SUMMARY** | | | | **AREAS Of EXPERTISE** | | | | |  | | | | | | |
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| * **Microsoft Operating Systems** * **Technical Support Delivery** | | | * **Computer Networks and TCP/IP** * **Help Desk Management** | | | | | | | | * **Microsoft SQL Server** * **Problem Solving Skills** | | | | |
| * **Computer proficiency** | | | * **Excellent Interpersonal skills** | | | | | | | | * **Strong IT Skills.** | | | | |
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|  | | | | **TECHNICAL COMPETENCIES** | | | | |  | | | | | | |
| * **Operating System (Windows 7, Vista, windows 2003 sever OS, windows 2008 server OS, XP,2000 )** * **Active Directory** * **LAN/WAN** * **MS Office (2003 & 07)** | | | | | | | | | | | | | | | |
|  | | | | **PROFESSIONAL EXPERIENCES** | | | | |  | | | | | | |
| **IT Administrator** | | | | | | | | | | | | | | | |
| **Organization : Mediland Transtech Pvt. Ltd.** | | | | | | | **Hyderabad, India, (July 2011 –Oct 2013)** | | | | | | | | |
| * User access management in Active Directory. * Installation of Active Directory, Exchange Server, DNS Server and Windows Server. * Created and managed user, group’s permissions, shared files and resources. * Domain joining, profile configuration and installation * Password Synchronization,Resetting passwords for desired domains,User provisioning for Shared Drives and Folders * Created Global groups and also modified groups in Active Directory. * Created new User ID’s to New Hires and Modified Access Levels based on the user profile. * Solved queries/issues related to Computer software & hardware | | | | | | | | | | | | | | | |
| * Installation of software and drivers and essential desktop troubleshooting. * Troubleshooting hardware peripherals like printers, modem etc * Modified User rights and permission, disabling and enabling accounts, file and folder permissions. * Installation, configuration & scheduling of Antivirus software on client PC's. * Configured Microsoft Outlook for local and Internet e-mails. * Troubleshooting of network, printers and computers. * Installation of all computer accessories, operating system and other software’s. * User and Group account administration, which include creating and maintaining them. * Maintaining Security for Users and Solving their Network Problems. * Managing Computers in a Network. * Troubleshooting the regular network problems. * Troubleshooting Hardware problems and get them replaced when required. | | | | | | | | | | | | | | | |
|  | | | | **EDUCATIONAL QUALIFICATIONS** | | | | |  | | | | | | |
| * **B. Tech (Computer Science & Engineering)** from Vidya Vikas Inst of Engg & Tech, J.N.T.U., Hyderabad. | | | | | | | | | | | | | | | |
|  | | | | **P.C. / I.T. SKILLS** | | | | |  | | | | | | |
| * **Operating Systems** : Windows 98/2000/2003/XP Professional, Windows Vista, Windows 7 and Linux. * **Applications** : Microsoft Office 2003, 2007. * **Windows Platform** : Active Directory. * **Technical Skills** : MCITP, CCNA. * **Database** : SQL Server, Oracle. | | | | | | | | | | | | | | | |
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| **PERSONAL DETAIL’S** | | | | | | | | | | | | | | | | | |
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**Date of Birth : 22-June-1986**

**Marital Status : Single**

**Religion : Islam**

**Nationality : Indian**