|  |  |
| --- | --- |
| ***pp 01*** | **SENTHIL****SENTHIL.255860@2freemail.com** |

S U M M A R Y

* Total Years of IT ERP Administrator Experience: 3+ years.
* Proficient in all aspects of ERP administration.
* Exclusive Experience in **ORION ERP** software.
* Well-rounded ERP Administrator with comprehensive understanding of related software to track business-related factors such as shipping, inventory and cost.
* Proficient in **Hardware and Networking**.
* Excellent knowledge to configure **RIP, IGRP, EIGRP, OSPF** protocols.
* Strong Knowledge to configure CISCO routers and Switches.
* Ability to produce best result in pressure situation.
* Solid knowledge of ERP and similar database environments.
* Strong knowledge of system security and maintenance.
* Excellent problem solving skills.
* Experience with establishing disaster recovery procedures.
* Ability to manage multiple applications and perform routing testing.
* Highly motivated and energetic self-starter with good analytical, Organizational, Creative and communication skills and ability to work as a part of team as well as in an individual contributor role.

E X P E R I E N C E

**Sastha Technical Campus,** Chennai 15/08/2011 – 30/04/2013

**IT System Administrator**

**Hassani Trading Company,** Dubai 08/05/2013 – Till Date

**ORION ERP Software Administrator**

W O R K E X P E R I E N C E

**Role : ORION ERP Software Administrator in MIS Division**

**Key Responsibilities:**

* Responsible to handle end to end implementation of Sale, Inventory, Finance and Purchasing
* Imparting user training on complete modules of core Team members.
* Document Posting, Local & Import Costing.
* Maintaining issue log and site visit log
* Supplier & Customer Code opening &Pay Roll & Medical Reimbursement
* Responsible for Sales Margin Report to Management
* Petty cash collection & entering
* Responsible for Stock Ageing details Reports Attendance Maintenance
* Installing the basic OS and the supporting software as per the guidelines of the organization
* Managing and Troubleshooting Users, Groups and computers
* Assembling and installing servers and desktops.
* Troubleshooting Desktop issues
* Outlook configuration and trouble shooting.
* Sharing, Securing, accessing files and folders and Network printer.
* Protecting the network from viruses
* User and System data recovery.
* Excellent Knowledge in Ms-Office & Excel as Pivot Table, Vlookup, Hlookup Etc….

S K I L L S

|  |  |
| --- | --- |
| Languages  | A+, N+, CCNA, ORION,SQL Server |
|  |  |
| Familiar tools | Microsoft Office 2010,2013 & ORION Application |

E D U C A T I O N

**Bachelors of Electronics and communication Engineering (2007-2011) 70%** Kings College of Engineering, Anna University, Tiruchirappalli.

**Higher Secondary Education (2006-2007) 67%**

**SSLC (2004-2005) 78%**

D E C L R A T I O N

I hereby declare that the information furnished above is true to the best of my knowledge and belief.