****SUJITH

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# Career Objective

To become a part of an organization that provides unlimited growth prospects. As a

Professional, I am creative and innovative and looking ahead to work in a challenging

Environment and strive for excellence.

**Job Category**

IT Engineer, Desktop Support, Supervisor, Assistant, Specialist,Development, Coordinator, Executive & Administration, HR,Underwriting Related Opportunities etc.

**WORK EXPERIENCE**

**IT Support-Clerk in Al Buhaira Insurance Company Sharjah(May-2014-Nov-2016)**

* Installation and administration of windows Servers & Desktops OS-Win Xp,Win 7,8,10,Support to Lan,Wan,Router.Working with Office Applications & MIS.
* Responds to questions and problem calls relating to PCs and LAN,Underwriting. Identifies problems and conducts corrective measures, Assists departments with PC utilization,Recommend Systems Improvements to the IT Manager.
* Execution of the underwriting strategy for the Class of Business- Sending quotations to Brokers& Customers, Technical experience within Commercial Motor Insurance.Generating Monthly reports of Production & Printing loss ratio and business portfolio, Bulk Sms Monthly Renewal notification sent to customers and companies.
* Provides day-to-day support for all internal IT systems and users, minimizing any system outages,Gives technical support to users on software/hardware complaints.
* Troubleshooting and solving various types of hardware, client machines, networking.

**System Analyst-IT Support in Selfshine Polymers Pvt Ltd.India(2013 July – 2014 Mar)**

* Installation and administration of windows 2012 Server, 2008,2003 Servers & Desktops OS-Win Xp,Win 7,8.
* Configuration and troubleshooting of Active directory, DNS, DHCP etc
* User ID management & Backup and Recovery of data
* Installation of application software, Installation of peripheral devices drivers like modem, scanner and printer
* Troubleshooting and solving various types of hardware, software,client machines, networking & peripheral devices,SEO Marketing works also.Fb, Twitter,Pinterest,G+ etc.
* Configuring and maintaining Network and Shared Printers

**IT Engineer in C.S IT Solutions & Technologies.India(2013 Jan- 2013 Jun)**

* Programming Assistant and developing (.Net, PHP, DB),Configuring and Administering IT System/Network .
* Project Development & Support, Websites modifications and Updating.
* Create and maintain programmatic and technical documentation to insure efficient planning and execution.Co-ordinating the project team
* Amc Contract and Seo works did with Monnaie Architect and Interior India Pvt Ltd

**System Administrator in Arena Multimedia(Div.of.Aptech Limited) India(2008 Dec – 2010 Jun)**

* Installation, administration and maintenance of desktop and server-based operation systems and software applications
* User ID management in AD, troubleshooting DNS,DHCP etc
* Assist in creating and updating specifications and required documentation for individual components and tasks
* Preparation of various operational and managerial reports for purposes of evaluation and documentation.

**QUALIFICATIONS SUMMARY**

**Scholastic details**

* **Master Degree in Computer Applications (MCA)(Embassy Attested)**
  + Nehru Engineering College (Anna University Tamil Nadu)India,2013
* **Bachelor of computer Applications (BCA)**
  + Bharathiar University Tamil Nadu, India,2010
* **PGDCA Completed & Doing MBA Final Semester in Human Resources.**

**Professional Certification:(MC ID-11183524*)***

* **Microsoft Certified Solution Expert**
* **Microsoft Certified Professional**

**Computer proficiency**

Software Applications: Asp.net, SQL Server, JavaScript, PHP, MS Office, SEO

Hardware & Network Administration: Operating Systems(XP,7,8,Mac),Windows server 2000,03,08,12,AD,DNS, DHCP, Backup/Recovery LAN/WAN,Hyper V, virtualization etc.

**Academic projects done(CS IT Solutions and Technologies India)**

Main Project: Shortest Path Routing For Multi-Hop Networks

Front End - C#.Net Back End - Sql Server

Mini Project**:** Event Automation System

Front End - Asp.Net Back End - Sql Server

**Achievements**

* Spearheaded the Website development of Nehru College and Private companies
* Structured the systems and networking, Software at private companies and Colleges
* Organized and actively participated in the Promotional and setting up work of an IT company

**Personal Skills**

Very rapid grasp of new concepts, excellent problem solving abilities, responsible and hardworking, able to work and stay focused under pressure.

**Conclusion**

I am representing myself in clear terms through my Curriculum Vitae which is submitted for your kind scrutiny. Every information furnished are true and completely factual.

**Date:**