# Prabit

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# Career Objective:

# To look forward for a career in an organization that offers me challenges, high degree of responsibilities, varying exposures and opportunities to learn and enhance my skills.

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# Core Competencies

* Drive for results (Ability to set priorities and high performance standards)
* Analytical Thinking (Ability to break down a complex task in a systematic way, identifying trends and inter-relationships in data)
* Process Orientation (Ability to do things in a structured manner)
* Self Development Orientation (Taking initiative to learn and develop)

**Work Experience:-**

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| SL. NO. | ORGANISATION | DESIGNATION | DOJ | DOL | EXPERIENCE |
| 1 | **Delhi Public School, Surat** | Asst. System Administrator | 01/09/2007 | 28/09/2012 | 5 Years |
| 2 | Present School | **ICT Executive** | 5/10/2012 | Till Date | 4+ Years |

**With more than 9 years of experience at reputed CBSE Affiliated K-12 Schools in Surat, Gujarat at present I am working as an ICT Executive since October 2012 .**

**Responsibility as ICT Executive:**

1. System Coordinator of Google Apps for Education
2. Hardware and Software Maintenance & Troubleshooting Of All Servers, Desktops, Laptops, Notebooks, I-Mac, I-Pads, Printer, Scanner, Xerox machine etc.
3. Managing Network Switch, Router, Wireless Access Point etc.
4. Firewall Protection (using Cyberoam and Sonicwall).
5. Network & Web Securities.
6. Managing Antivirus Server and monitoring service.
7. School website Development and daily updation.
8. Managing I-Pad Lab. (Updating I-Pads, Creating E-Books, Managing Push notification for parents & Students, Synchronizing Apps etc.)
9. Hardware and Software management of Computer Lab.
10. Hardware and Software management of Language Lab.
11. Managing and Monitoring Online Attendance System of Employees.
12. Trouble shoots entire LAN & WLAN Related Issues.
13. Maintenance & Troubleshooting Of Multimedia Boards & Projectors.
14. CCTV monitoring and maintenance.
15. EPBX System manage and maintenance (Intercom).
16. Entire UPS System Up-keepment & Maintenance (Online and Offline).
17. GPS Bus Tracking & RFID Based System Co-Ordination.
18. Managing School’s Social Networking Account and regular updation. Handling Face book Page, Twitter Handle, School Blog.
19. Managing complete service of Google Apps for Education
20. Coordinating and managing E-Marketing for School.
21. ISP service monitoring and Co-Ordination.
22. Managing SAP based School ERP system.
23. Managing online Login system of Parents on ERP.
24. Online support & guide to parents about ERP.
25. Managing online Payment System of Fees on ERP.
26. Sending E-circular & SMS to parents.
27. PRI service Co-Ordination.
28. Web Service Co-Ordination.
29. CUG service Co-Ordination.
30. Trouble shooting DTP / Printing Related Issues.
31. Managing and monitoring AC Software.
32. Responsible for managing and supervising people, and act as a liaison between external vendors and departments.
33. Coordinating and communicate work, Supervise and extract output from various admin department in the organization.
34. Maintaining the databases, generate reports.
35. Provides confidential secretarial and administrative support to the Principal
36. Monitors and coordinates Admin activities, and prepares internal reports for management
37. Coordinates the day-to-day management of supplies, equipment, and facilities for the organization, to include maintenance, inventory management, logistics, security, and related activities.

**Qualifications:-**

**Professional Qualification:**

: **Microsoft Certified System Eng.(MCSE)**

: **PGDCA** from Madurai Kamaraj University

: **Certified In Computer Hardware from Jetking**

**: MCA** from from Madurai Kamaraj University (Certificate awaiting)

: **MBA (Systems)** pursuing in Madurai Kamraj University

: Certificate in DCA.

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| **S/N** | **EXAM** | **BOARD** | **YEAR** | **DIVISION / % of Marks** |
| 1 | Microsoft Certified Systems Administrator and Engineer - 2003 | International Certification (US based online Exam) | 2010 | 86% |
| 2 | Computer Hardware and Networking | National Exam from Jetking | 2009 | 59% |
| 3 | Post Graduation Diploma in Computer Application | Madurai Kamraj University | 2010 | 46% |
| 4 | Diploma in Computer Application | National Computer Literacy Programme | 2005 | 80% |

**Educational Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **S/N** | **EXAM** | **BOARD** | **YEAR** | **SUBJECT** | **DIVISION** |
| 1 | B.A | FAKIR MOHAN UNIVERSITY,ORISSA | 2007 | ENGLISH, ORIYA, HISTORY, POL.SCI. PHILOSOPHY, ENV. STU. | PASS |
| 2 | XII | ORISSA BOARD | 2004 | COMMERCE | SECOND |
| 3 | X | ORISSA BOARD | 2002 | ENG, MATH,SCIENCE, SOCIAL STUDIES, ORIYA, HINDI | PASS |

**Technical Skills:-**

**Hardware:** Trouble shooting and reapiring of Server, Laptop, Desktop, Printer, Scanner

**Operating Systems:** Windows Server 2016(R2), 2012(R2), 2010,2008, Windows Server 2003, Linux, Windows-10, 7, 8, Vista, XP, Mac Server, IOS, & I-Pad.

**System Tools:** Domain, Active Directory, DNS, DHCP, File Transfer Protocol (FTP), Internet Information Service(IIS), Administration Tools, Group Policy, TCP/IP Networks, Registry, Security, Scalability, File Replication Service, RDP Server, Internet connection sharing, Win- Proxy, R-Admin, Auto runs, ISO Recorder, Registry Defrag, Credential Manage, Power Shell, Windows Firewall etc.

**Networking:** Expert on structured cabling, Crimping, Punching and installation of Router, Network Switch and Wireless Devices.

# Advance Office and Administration Skills:-

* Configuring and Implementing Active Directory Service (ADS) based on Organization structure.
* Configuring and implementing software based RAIDs using Windows.
* Configuring and Implementing IIS 6.0, Software Windows Update Service (WSUS), DNS, DHCP, Terminal Server.
* Configuring and Implementing VPN Server, RAS (Remote Access Server).
* Implementing Remote Desktop and Remote Assistance.
* Configuring and Implementing Workgroup/Domain network for Windows 2003/2008 Server.
* Identifying and Troubleshooting using System Monitor and Network Monitors.
* Expert in Office & Data Administration.
* Expert in Ms. Excel (Using Formula), Word, Power Point, Outlook etc.
* Advance Letters and Drafting.
* Office File and record maintain.
* Expert in Office & Data Administration.
* Usage of Mail merge

# Workshop and Seminar Attended:-

* Admin & Section Mgmt. Workshop by Dr. Ravindran in 2016
* Google Led Tech Workshop in 2016 held at Mumbai.
* Leadership Workshop by Brig. Shushil Bhasin in 2015
* School Management Workshop by Dr. Harish Chaudhary (IIT Delhi)
* Professional up-keepment session by Mrs. Saloni Priya (Heritage-Kolkata)
* CCE workshop by CBSE New Delhi in 2013, 2014, 2015 & 2016
* Microsoft Global Teachers Training by Microsoft in 2012, 2015 & 2016

# Workshop Conducted:-

* Teachers Training Workshop for IT Mgmt. in Class Room in 2015, 2016
* Training on Handling IT equipment in day to day class activity 2014, 2016
* CCE mgmt software training in 2012, 2013, 2014, 2014, 2015 & 2016
* ERP Training to Academic and Admin Staff in 2013, 2014, 2015 & 2016
* Google Apps for Education Training (650+ Staff) in 2015 & 2016
* Familiar Session with IT Handling in 2015
* Hands on Activity session with Class Room Digital Equipment- Every Year
* IT Hardware Management in Daily Life in Office cubical in 2013 & 2015

# Clubs & Committee Development:-

* School Media Club In-charge since 2013
* School Photography Club In-charge since 2012
* Senior Premium member of School Magazine Committee
* Key member of School Editorial Board
* Key member of School Event Team
* Member of School Discipline Committee
* Member of Development of School Student Council committee.

**Major Projects undertaken:**

1. IIT-JEE Exam - Admin In-charge in 2013, 2014, 2015 & 2016.
2. IT & Admin In-charge for CBSE West Zone Wall Climbing Competition in 2014
3. IT & Admin In-charge for All India WZ Roller Skate Comp. in 2015
4. IT & Admin In-Charge in major School Function like Annual Day, Happy Feet Cup, Diwali Carnival, Annual Sports Day, Father’s Cricket League, Independence day Football Cup etc since 2013.

**Languages Known:-**

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| --- | --- | --- | --- |
| **English** | Speak (Fluent) | Read | Write |
| **Hindi** | Speak (Fluent) | Read | Write |
| **Oriya** | Speak (Fluent) | Read | Write |
| **Bengali** | Speak |  |  |
| **Gujarati** | Speak |  |  |

# I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief.

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