**[ANTONY.351069@2freemail.com](mailto:ANTONY.351069@2freemail.com)**

# Objective:



**ANTONY**

**Master of Science in Software Engineering**

Sex

: Male

Nationality

: Indian

Marital Status : Single

Languages

: English, Tamil.

To be a part of a progressive firm offering an opportunity for career advancement and professional growth in Operations Administration where I can use my skills and knowledge to help the company and my coworkers be successful.

**Summary:**

* Providing administrative support along with clerical tasks that aid the daily business operations of an organization.
* Provide upper management with insights to further increase productivity.
* Coordination, Supervision with the management regarding internal and external process.
* Experience in System Administration, Installation and maintenance of Microsoft Windows operating systems.
* Maintaining computing environment by identifying network requirements, installing upgrades, monitoring network performance.
* Establishing network specifications by conferring with users; analyzing workflow, access, information, and security requirements.
* Install Configure, Maintain Networks, patching cables and connecting devices.

# Institute Certification:

* Cisco Certified Network Associate (CCNA) Course Completed.

# Educational Qualifications:

* Master of Science in Software Engineering with First Class

from Sathyabama University – Chennai, Tamil Nadu, India.

* HSC with 55% from St. Joseph’s Hr. Sec. School, TN, India.
* SSLC with 65% from St. Joseph’s Hr. Sec. School, TN, India.

# Technical Skills:

Operating System : Windows 10, Windows 7, Windows XP,

Windows Packages : MS Office, MS Excel, MS Word,

MS Power point

Programming Languages : C, C++

# Total Year Of Experience:

Around 4 years experience including Operations Management and Desktop Support.

# Snap Shot Of Experience:

# Worked as Associate in Production Department (Central Operations) at OYO in DELHI - From July 2015 to February 2017

# Industry Name : Oravel Stays Pvt Ltd (India)

Industry Type : Hospitality

Position : Operations Associate

Duration : 1 Year and 8 Months

Team size : 26

As directed by the management team, improve processes and policies in support of organizational goals.

* Perform any other duties or responsibilities consistent with the role as assigned by management.
* Coordinate with other support departments for problem solving and cooperate with the relationship managers for decision-making.
* Resolving client issues and inspecting merchandise.
* Ensuring/Checking the whole process of all Internal and External (City) Team.
* Understand client business issues, operating business rules, data and standard operating procedures.
* Resolving the city team Issues/Complaints.
* Operate business processes for clients on a periodic basis, synthesizing data and performing quality checks.
* Interact with internal and client teams.
* Respond to the query from the clients.
* Manage the corporate relationship base of the assigned Team / business.
* Worked on CRM (Sales force).
* Formulate and implement organizational policies and procedures as needed.
* **Worked as a Desktop Support Engineer at JVS Tech in Kanyakumari – From July 2013 to May 2015**

Industry Name : JVS Tech Pvt Ltd (India)

Industry Type : Information Technology

Position : Desktop Support Engineer

Duration : 2 Years

Team size : 12

* Installation of LAN.
* Software Installation.
* Installing and updating the Antivirus.
* Setting-up the Administrative settings of the firm.
* Install ,Configure, maintain networks services, equipment and devices
* Provides training to Operation Executives for up gradation and services.
* Configuring Wireless LAN for Intranet and Internet Users.
* Maintaining and troubleshooting WAN/LAN connectivity of our Department network.
* Installing, Configuring, Administering and Implementing Windows 2000, Windows XP, Windows 7.

**Passport & Visa Details:**

Date of Expiry : 06-06-2023

Place of Issue : Madurai (Tamilnadu, India)

Visa Type : Long Time Visit Visa

Date of Visa Expiry : 01-June-2017

Date of Birth : 31-01-1991

**Declaration:**

I hereby declare that the above-furnished information’s are true to the best of my knowledge and belief.