**CURRICULUM VITAE**

**PREEJITH**

[**PREEJITH.368638@2freemail.com**](mailto:PREEJITH.368638@2freemail.com)

**Career Objectives**

To work in an environment which provides more avenues in the fields of computer Hardware Training and Networking. Dedicated professional with over 10 years of experience in Senior IT Management, seeking opportunities in System Administrator and Networking field.

**Summary**

* An IT Professional with 10 years of experience in System Admin works and Networking, both in Industry & Education
* Efficient in Team Management
* Experience in IT Customer Support
* Adept at Mapping Clients’ requirements, Custom Designing Solutions and Troubleshooting for complex information systems management
* Excellent communication and interpersonal skills with proven abilities in resolving Hardware and Software related issues.

**Educational qualification**

* + Master in Network Administration (MNA) from Jetking, Bangalore, India,
  + B.Sc. Mathematics from Kannur University, Kerala, India, in the year, 2004.
* Vocational Higher Secondary Education from Kannur, Kerala, India,
* THSSLC from Kannur, Kerala, India in the year, 1999.

**Certification Courses**

* Hardware and Networking.
* CISCO Certified Network Associate (CCNA)
* Microsoft Certified Professional (MCP)

**Personality traits:**

* Remarkable analytical, logical and mathematical skills.
* Quick learner and ambitious.
* Optimistic & positive minded.
* Able to work as an independent as well as with team.
  + Hard working, Attentive & Punctual.
  + Independent Decision Maker
  + Good IT Trainer

**Administrative Skills**

* Server Administration, Installation & Configuration of Servers
* System Administration & Network Configuration.
* Administering disk drives using, FDISK & Server Backup & Recovery.
* Software and Patch Management.
* User and Group Management
* Configuration, Administration & Troubleshooting
* All types of Operation System Installation
* Antivirus Server and Software Managing
* Configuring and managing all kinds of Educational Software
* ERP Management & Live Casting
* Designing and Video Editing
* Operating CCTV Cameras
* Printer Repair and Troubleshooting

**Experience**

**INTERNATIONAL SCHOOL OF BUSINESS & RESEARCH, Electronics City,**

**Bangalore.**

**Designation: IT Head**

**Duration: August, 2007- April 2017**

**Roles & Responsibilities**

* Server, Computer Lab (100 PC’s with Domain) Maintenance and Configuration
* Maintaining Providing Services to Conduct Online Classes, Examinations and Interviews
* Desktop and Laptop Installation, Repair and Troubleshooting
* Network Designing, Network Configuring and Troubleshooting
* Design, Development, Implement and Co-ordinate Systems
* Maintaining College Websites, Social Media Promotions
* Maintaining ERP Software for Student Attendance, Academic related information.
* Wireless Router and Access Point Configuration
* Providing IT related support for Academics, Library and Placements
* Designing and Editing Visuals for Social Medias such as Facebook, Twitter, Google Plus, etc.,
* Creating group study mails and group SMS for students
* Making Profile Videos and Students Testimonials
* Handling Microsoft Products
* Creating Digital Library and Library Software.
* Windows Image making and Recovery Backup
* Ensure Security of Data, Network Access and Backup Systems.
* Plan, organise, control and evaluate IT related Operations.
* Identify problematic area & implement Strategic Solutions in time.
* Maintenance of Electronic Class Room Boards

**MICRO HARD INFOTECH, Bangalore**

**Designation: Customer Support Executive**

**Duration: August 2006 – July 2007**

**Roles &Responsibilities:**

* Installation and Configurations of Desktops, Laptops & Servers.
* Working with Windows Server Environment.
* User Management, Software Installations, Backup and Restorations.
* Installation and Managing DNS in Windows 2003 Server
* Servers Monitoring and their performance tuning.
* Network Configuration and Maintenance.
* Configuration & Support of Peripherals.
* Troubleshooting all types of Hardware Issues.
* Providing IT Support to the Clients such as BHEL, ISRO, HAL, etc.

I do hereby declare that the abovementioned details are true and correct to the best

of my knowledge and belief.