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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | **NAVEEN**  [**NAVEEN.372380@2freemail.com**](mailto:NAVEEN.372380@2freemail.com)  **IT ADMINISTRATOR (NETWORKING & SERVER)**  Networking, Server and Web-applications |  | |  |  | | --- | | **CAREER OBJECTIVE**  Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible. |  |  | | --- | | **PROFILE SUMMARY**   * Three years of extensive experience in System administration, Computer Networking, Web-Network application development, and telecommunication networking IT sector. * Managed overall system administration operations and networking infrastructure for the organization including development and maintenance. * Hands-on experience in working with the developing team on multiple major including planning, development and deployment process. * Prepared and presented weekly and monthly management reports on the operation, productivity and development analysis. * An effective communicator with excellent analytical and interpersonal skill. |  |  | | --- | | **IT SKILLS**   * System / Server administration, Computer Networking * Maintain Servers, Switches, and Routers * **Windows Server 2012**   Active Directory, DHCP, DNS, IIS, GPO, File Server, VPN, WDS, Proxy Server, Mail Server, Digital Signature and Security management   * **Networking**   Network Cabling, TCP/IP, and Subnet Masking, SNMP, SDN, Wireless Bridges, Firewall,  VPN, IPSec, MPLS   * **Virtualization**   Hyper V, Virtual Box, VM Ware   * **Hardware**   Troubleshooting of different hardware and network issues, IP Cameras, IP PBX   * **Data Management**   Data backup, Synchronization, Data recovery, Online Backup   * Hands-on experience in Windows server migration- AD, DHCP, File Server * Hands-on experience in MS Exchange, Cloud Computing, and Azure | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ACADEMIC DETAILS**   |  |  |  | | --- | --- | --- | | **Course** | **Overall Percentage** | **University** | | Bachelor of Technology | 60 % | Mahatma Gandhi University | | Grade 12 | 75 % | CBSE | | Grade 10 | 80 % | CBSE | | **Supporting Course** | | | | CCNA & Exchange Server | | | |  |  | | --- | | **WORK EXPERIENCE**   * **Company** : KOL Technologies * **Position** : IT Administrator (Networking & Server) * **Period** : 19th Feb 2014 – 31st May 2017 |  |  | | --- | | **CERTIFICATIONS**   * **Microsoft Certified Systems Engineer(MCSE)** |  |  | | --- | | **ADDITIONAL IT SKILLS**   * HTML * Adobe Photoshop, Illustrator * FileZilla, WinSCP, C Panel * Ticketing Systems: SupportBee, Zoho, Kayako * Office 365 |  |  | | --- | | **PERSONAL SKILLS**   * Team Player * Decision-making leadership, acceptance of responsibility. * Quick learner, resourceful, productive. * Comprehensive problem-solving abilities. * Hard worker while creative. * Able to work independently, as a part of the team and able to grasp new things**.** * Strong debugging, troubleshooting and documentation abilities. * Comprehensive problem solver, adaptable to changing environments, quick learner, hard worker. * Good communication skills. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **LANGUAGE PROFICIENCY**   |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Read** | **Write** | **Speak** | | English | Yes | Yes | Fluent | | Malayalam | Yes | Yes | Fluent | | Hindi | Yes | Yes | Good | | Tamil | Yes | No | Good | |  |  | | --- | | **AREAS OF INTEREST**   * System / Server Administration * Networking * Technical Support |  |  |  |  | | --- | --- | --- | | **PERSONAL PROFILE**   |  |  | | --- | --- | | Name :  Nationality :  Date of Birth :  :  Gender :  Marital Status :  Hobbies : | Naveen  Indian  17-12-1991  Male  Single  Reading and Sports (Volleyball) | |  |  | | --- | | **DECLARATION**  I do hereby declare that all the details furnished above are true to the best of my knowledge*.* | |