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**ANUJ**

**ANUJ.373843@2freemail.com**

**Professional Objectives**

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity, professionalism, discipline and dedicated smart work for the growth of your esteemed organization along with mine.

**Career History & Key Responsibilities**

* **System Administrator** , Radhakrishna Finance Pvt. Ltd.,Guruvayur,Kerala,India(June 2015-Aug 2017)www.radhakrishnafinance.com
* Configuring VPNs for more than 30 branch offices in both fortigate and cisco firewalls.
* Creating IP table for devices and assigning IP to devices according to IP tables.
* Supervising/assisting Vendors for the installation of CCTV systems, biometric attendance systems.
* Configuring Cisco business routers and modems.
* Ensuring all network are working fine without any packet loss.
* Prepare documents and auditing assets for information security management system(ISMS)
* Assisted consultancy for attaining ISO Certification.
* Maintaining IT asset Register.
* Excellent knowledge about networking between head office and branches offices.
* Configuring Port forwarding, web filtering.
* Excellent knowledge about windows volume licensing service.
* Expert in windows OS troubleshooting and maintenance.
* Remotely managing/monitoring of computers.
* Server management, backup, cloud backup.
* Conducting meetings for the development or betterment of IT infrastructure for the company.
* Annual Maintenance Services/Contract for CCTV, Access Control, Structured Cabling.
* Finger Print, Time and Attendance & Standalone, Networkable Access Control System installation.
* Fiber Optical Cable Works Splicing, Quality Testing.
* Fiber Optic Cable Single Mode and Multimode cable Laying, Termination, Power Meter Testing.
* Controls project costs by approving expenditures; administering contractor contracts.
* Develops project objectives by reviewing project proposals and plans; conferring with management.
* Confirms product performance by designing and conducting tests.
* Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
* Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.
* **System Assistant,** Speedline L.L.C, Ras Al Khor 8,Dubai,UAE (Dec 2013-Feb 2015) www.speedlinedubai.com
* Installing systems, operating systems, application software.
* Tracking vehicles using GPS and corresponding software.
* Printer troubleshooting.
* Managing courier software.
* Document creation like excel, word, pdf etc.
* Managing and configuring CCTV systems.
* Managing daily attendance reports from fingerprint based attendance systems.
* Data entry.
* Configuring Smartphone.

**Qualifications**

* **B-Tech(Computer Science) (course completed)**

Thejus engineering college Kerala, India

* **Bachelor of commerce, Allahabad University, India**
* **Cisco Certified Network Associate(CCNA)**

Indiaoptions,Kerala, India

* **Higher Secondary**

Bethany St. Johns English Medium Higher Secondary School, Kerala, India

* **High School**

Bethany St. Johns English Medium Higher Secondary School, Kerala, India

**Projects & Memberships**

* “Prevention of black hole attack in Ad-Hoc network” in java Platform.(main project )
* “Smart x web” in java Platform(mini-project)
* Conducted a seminar on "Maximizing the life of wireless sensor networks" at college.
* Event manager of cultural committee programmed at college**.**

**Strengths:**

* Self-Thought quick learner and Creative.
* Result driven professional with good experience in leading & networking with teams.
* Committed professional, good at meeting deadlines.
* Team leader capable of interacting effectively with peers, colleagues & superiors through personal involvement.
* Handling team to execute quality work in a cost effective manner.

**Technical Skills**

* Operating Systems: Windows, Ubuntu, Mac
* Languages : C, C++, Java.
* Applications : Microsoft Office and all types of common applications
* Tools : Photoshop, Net beans, eclipse.
* Other : Firewall, Router, switch, PC, Smartphones,

 Internet connectivity troubleshooting.

**Personal Details**

Date of Birth : 29/8/1991

Nationality : Indian

Sex : Male

Visa status : Visit (4th OCT 2017 to 2nd DEC 2017)

Marital Status : Single

Languages Known : English, Hindi, and Malayalam

Hobbies : Photography, Aquascaping, Football

**References**

 To be furnished up on request.

 DECLARATION

 I hereby declare that the above mentioned details are correct and true to the best of my knowledge and belief.

Yours sincerely

Anuj