***Name Raj***

E-Mail: [raj.374555@2freemail.com](mailto:raj.374555@2freemail.com)

**PROFILE SUMMARY**

* Overall 15 years’ experience in Strong technical background in systems architecture, design, implementation and process documentation.
* Develop capacity and availability planning processes and management for the mentioned platforms.
* Create and update technical documentation and design as needed.
* Design and Implementation of IT Infrastructure Applications and Technology Solutions
* Design, Architect and Execution of IT Infrastructure/Data Center Migration.
* High levels of professionalism, communication, coordination and customer service principles are essential for this position.
* Analyze technical requirements to determine infrastructure designs, potential issues, and related costs
* Provide technical expertise MS platforms & solutions, storage and backup infrastructures.
* Analyzing the root cause and providing best solution for critical problems; coordinating with appropriate group for quick resolution of problems.

## Professional Experience:

* Manger EDP, in HIRA AUTOMOBILES LTD, RAJPURA (FEB 2010 to NOV 2017).
* Manger EDP, in DPG HYUNDAI, PATIALA (NOV 2009 to FEB 2010).
* Manger EDP, in UMA EXIM PVT. LTD, JWAHARPUR, DERABASSI (JULY 2003 to NOV 2009).
* Head/Academic in Aptech Computer., Rajpura (Mar 2001 to Jun 2003).
* FoxPro Programmer RMI CYCLES LTD, RAJPURA (OCT 1997 to MAR 2001).

## Academic Details:

* Post Graduate Diploma from Maharishi Dayanand University, Rohtak.
* Master of Computer Science (Msc) from Maharishi Dayanand University, Rohtak.

## Professional experience summary:

**Manager EDP, in Hira Automobiles Ltd. Rajpura.**

* Microsoft Exchange migration to 2016.
* Antivirus & Anti-spam Implementation.
* Assess infrastructure on a regular basis to ensure it continues to meet necessary demands.
* Develop new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction
* Coordinate the needs of in-house IT experts and remote employees, vendors and contractors.
* Guide Team Members Technically.
* Manage & coordinate all IT and IT related problem.
* Manage daily operations of the IT department
* Network switches and routers design and implementation.
* Firewall & Load balance design and impregnation.
* Protect customer data from outside infiltration through encryption, secure data storage and other necessary means
* Assist with the installation of new hardware and software and help train employees on its use suggestions for possible upgrades and changes within the IT department Offer.
* Software & Hardware asset management system design.
* Attendance, Door access, camera System Management.
* Exchange 2003 to Office 365 migration.

**Manager EDP, in DPG Hyundai, Patiala**

* Develops information technology related procedures and policies
* Ensures proper installation of hardware, phone service, and network connections
* Performs systems backups and data recovery
* Maintains network (data & voice) accounts
* Maintains security of network
* Manage information technology and computer systems
* Windows 2000 Server and Windows Terminal Services (including system administration)
* Exchange 2000 and MS SQL 2000 Server
* TCP/IP
* Network hardware components (NICs, concentrators, switches, etc)
* PC hardware & software troubleshooting
* Microsoft Windows 2000/XP
* Microsoft Office Suite
* Plan, organize, control and evaluate IT and electronic data operations
* Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
* Design, develop, implement and coordinate systems, policies and procedures
* Ensure security of data, network access and backup systems

**Manager EDP, in UMA EXIM PVT. LTD. Jwaharpur, Derabassi**

* Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
* Check computer hardware (HDD, Mouse, keyboards etc.) to ensure functionality
* Install and configure appropriate software and functions according to specifications
* Maintain local networks in ways that optimize performance
* Managed a technical support team, who provide a high level technical support for a banking environment.
* Develops an in depth understanding of relevant technologies (network architecture, telecommunications, data transfer etc)
* Ensure security and privacy of networks and computer systems
* Leads a team who provided an escalation support to the service desk and monitoring team.
* Provide orientation and guidance to users on how to operate new software and computer equipment
* Maintain records/logs of repairs and fixes and maintenance schedule
* Identify computer or network equipment shortages and place orders
* Remotely managing client environments for Windows 2000/2003 Servers,

**Head/Academic in Aptech Computer, Rajpura**

* Maintain a fully functional classroom and laboratory environment for students (PCs, network, multi-media) including managing student lab assistants when necessary
* Troubleshoot hardware and software problems and resolve helpdesk issues
* Coordinate install, move, add, change, and warrantee repair with vendors
* Assist other Information Technology Services (ITS) staff with maintaining network operations
* Assists with modifying and developing technical and user support procedure manuals, reference guides and network and hardware related documents
* Performs database backups and data recovery
* Maintains database accounts
* Provides user training
* Creates and modifies custom queries and reports
* Teach various Computer Science Subject.
* And give market oriented Professional Training.
* And Performed troubleshooting, repair,
* And maintenance of computer systems, hardware, peripherals, Analyzed system requirements to efficiently isolate and resolve a wide array of technical issues. Participated in large-scale upgrades and installations.
* Backup Exec, MS Access, Visual Basic, Internet Information Server, Visual Studio .NET, Oracle

**FoxPro Programmer in RMI CYCLES LTD, Rajpura**

* Used FOXPRO programming and upgrade day to day Program like Invoice/store/purchase and payroll programming also
* And hardware also troubleshooting, repair, and maintenance of computer systems/Server,

**IT SKILLS**

* Language : C++, NET, VB NET, ASP NET
* Operating Systems : MS Windows 10, Unix, Linux
* Front Ends : HTML/CSS, JAVA SCRIPT
* Web Designing : PHOTOSHOP, PICASA
* Network : Windows NT, Lan
* RDBMS : MS SQL SERVER 2005, Oracle 9i, MS ACCESS.

**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of Birth | : | 08-04-1975 |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi, Punjabi |
|  | : |  |
| Visa Status | : | Visit Visa |
| No. of dependants | : | 05 |
|  | : |  |
|  |  |  |

Date:

Place: