**Anjith **

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# Career Objective

A dynamic professional with overall 6 years of work experience, currently positioned as IT Engineer

# CORE Competencies

* IT Administration
* Administration
* Client Relationship Management
* Human Resource Management

# Strenghts

* Good knowledge for main operating systems: Windows server, Linux, Mac OS and Ubuntu
* Switches and Routers
* Over 6 years of experience in Network Administration and Architecture
* WAN, WLAN, TCP/IP
* Firewalls setup and operation
* Troubleshooting
* Very good teamwork ability
* Open to new challenge

# PROFESSIONAL EXPERIence

## Alankit assignments limited dmcc branch – jlt, Dubai

## *IT Engineer, March, 2014 – present*

* Network management and planning.
* Designing and building cost-effective networks.
* Hosted and internal environment, utilizing hardware’s and software’s from CISCO, Juniper, Open Source, Linux and Microsoft.
* Maintain and upgrade current networks upon request.
* Customer communication
* Experience with computer maintenance
* Ability to configure and maintain organizations internal computer network
* Experience installing firewalls and virus protection and elimination
* Optimization of the network for optimal speeds and availability
* Installing configuring and maintaining network harder, applying as well to routers and switches for the company
* Experience with deploying, configuring and upgrading network software, for example the use of enterprise antivirus or running diagnostic programs
* Configuration Microsoft Outlook
* Configuration of Microsoft Express
* Manage Branch Administration, Operations and Human Resource.
* Works with the (HM) to prepare the job description and ensures proper procedures for review and approval are met at the department level
* Collected, analyzed, and presented statistical data to management via PowerPoint and Excel
* Supported two Program Managers and the Program Management Supervisor
* Filed papers, made copies, restocked printers, and performed basic office functions daily
* Developed communication strategy to ensure overall, regional and individual performance was clearly understood by all parties
* Advise clients on pan card & support services , as well as support services for our main Introductory Brokers “Al-Ghurair ,Al fardan Exchange, HSBC BANK ,CITI BANK,AXIS BANK, ” for PAN Application.

## SEW INfrastructure limited – new delhi, india

## *ERP Administrator, May 2012 – Feb 2014*

* ERP Administrator(HR & Payroll)
* Install all new hardware, systems, and software, Supports administration of servers and server clusters
* Manages all system back-up and restore protocol ,Protect IT infrastructure from external and internal threats
* Manage user accounts, permissions, email, anti-virus, anti-spam
* Manages all system back-up and restore protocol
* Plans and supports network and computing infrastructure

# EDUCATION

## Swarnandhra institute of engineering & technology – A.P, India

## *Bachelor of Technology – Information Technology*

* First Class with Distinction

## Sri Gowthami Junior college – A.p, India

## *12th (MPC)*

* First Class with Distinction

# Additional Skills

* Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel, Access)
* Fluent in English and Hindi (written and spoken)
* Employee of the Month for 4 consecutive months in Alankit Assignments Limited