**CURRICULUM VITAE**

**VINU**

**E-mail:** **vinu-394619@2freemail.com**

**OBJECTIVE:**

To make the finest use of the creative skills and sound technical background in a challenging and growing environment, Working in a challenging environment towards difficult goal and flexible according to the needs. Hard and dedicated working to achieve the goal.

**FUNCTIONAL SUMMARY:**

Extensive knowledge of networking, hands on experience of all kind of IT trouble shooting,

analyzing and solving the problems with creative solutions on various platforms like DOS,

Windows NT, Windows 95/98/XP/7/8/10, Windows Server 2003/SBS 2008 Mdeamon & Exchange Mail servers.

**EDUCATIONAL QUALIFICATION:**

Appeared for Bachelor of Arts (Economics) from Mahatma Gandhi University Kerala-India

**PROFESSIONAL TRAINING:**

Diploma in Computer Hardware.

MCITP : Course completed

**TECHNICAL SKILLS**

* Windows Server Administration (Windows 2000, 2003 & SBS 2008)
* Windows 10, Windows 8, Windows 7 and XP Operating systems
* Administration of print servers and file servers.
* Antivirus software implementation -- McAfee, Symantec Norton, Avast
* Active Directory Administration
* Firewall Administration – Sonicwall, Fortinet

**Hardware & Networking:** Hardware Concepts, Hardware Troubleshooting,

Software Installations, Network administration.

Internet concepts and maintenance of FTP sites.

**PROFESSIONAL EXPERIENCE:**

1. **June 2010 to Nov 2017 - as an IT Administrator.**

A Leading Low Voltage Panel Builder in U.A.E with a team of over 95 qualified, experienced and trained Personnel, modern equipments and state of the art production facilities in Dubai and Ajman.

**JOB PROFILE**

* Managing Active Directory and supporting users and troubleshooting desktop applications.
* To undertake certain assigned activities as part of the staff joiner and leaver processes, such account creation/removal, access controls, setting up user accounts, permissions and passwords.
* Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.
* Administration of network user accounts, mailboxes, and supporting desktop applications.
* Ensures data/media recoverability by implementing a schedule of system backups and database archive operations.
* Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.
* Performs maintenance and administration of program information systems including servers and workstations.
* Monitors and tunes the system to achieve optimum performance levels.
* Performs software installations and upgrades to operating systems and layered software packages
* Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures.
* Overseeing Day to day admin and monitoring of network use, Planning future improvements
* Network troubleshooting including firewalls, routers and switches. Handing application server, DC and EPBX
1. **Feb 2006 to April 2010** - **As a System Administrator**

DSS - Dubai is the leader in International Freight Forwarding and Logistics in the UAE with

branches in Spain, Malaysia, Hong Kong, Shenzhen, Turkey, Italy and India.

**JOB PROFILE**

* Application Server/Mail Server maintenance, Trouble shooting and analyzing and solving day to day activities pertaining to the management needs.
* Suggestions and implementation modern art of technology suiting the IT requirements of the company.
* Implementation of Security Surveillance cameras/Access Cards system and sonic fire wall for internet technology
* Maintenances of oracle based software in house application and monitoring various aspects of IT controls of its branch offices and user level according to the management instructions
* Maintenance of Web Server , Domain and web site contents
* Maintenance of communication system, full liaison with Etisalat and IT vendors
* Hands on experience in wireless network technology
* System Assembling/Networking /Application installations/ Trouble Shooting and

maintaining network infra structure

* Implementation and Maintenance of RFID for the warehouse bar-coding system
* Configuration of various mail clients(**Mdaemon** outlook/outlook express) using pop/IMAP
1. **April 2004 to December 2005 - Worked as a Production Incharge + Hardware**

**Technician**

* Handling day-to-day office activities.
* Maintenance of employee’s database.
* Ensure that all deadlines for reports met and information is accurate.
* Supervising entire office activities daily reporting to manager.

Performing administrative tasks such as attendance register, performance reports and other activities.

* Assembling, Installing and Servicing Various Type of Computers
* Configured TCP/IP Network
* Installation and support of LAN
* Maintenance and Repairing of Printers.
* Upgrading and troubleshooting of laptops Implementing and Administering Microsoft
* Windows NT and 2000 Network
* Installing, Configuring, and Administering Microsoft Windows 95, 98, ME and XP.
1. **Worked as a Computer Operator**

**LANGUAGES KNOWN:**

• English, Hindi and Malayalam

**PERSONAL DETAILS**

• Date of Birth : 31st May 1977

• Marital Status : Married

• Gender : Male

* Driving License : Valid U.A.E Driving License
* Visa Status : Hamriah FZE .