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| KINGSTONE-Mail: [KINGSTON.239221@2freemail.com](mailto:KINGSTON.239221@2freemail.com) **Address:** Al Rashidiya, Dubai | kingston |

***OBJECTIVES***

Proactive and organized individual seeking a System Administrator position with 7+ years hands on experience in providing high quality support on the desktop, and ERP implementation.

***PROFESSIONAL EXPERIENCE***

* Having around 7 years of experience in the field of information technology. Strong functional/technical knowledge of implementing financial modules in ERP (HRMS, AP, AR, GL, Logistic, Assets Management) and expert knowledge of MS SQL Server.
* Highly experienced system administrator in hardware and software.

***SKILLS SUMMARY***

* Accounting Software such as **Perk, Fact, Exactly ERP**
* MS office (Word, Excel, PowerPoint. Etc.)
* .Net, XML, PHP,**MS SQL Server**, LaTex, Worksheet

***WORK EXPERIENCE***

**May-2013 /Sep-2017 Mubarak & Sons General Transport. (Dubai)**

*A Leading transport company in UAE*

**System Administrator**

***Key Responsibilities in system admin***

* Maintain system efficiency, Support LANs, WANs, network segments, the Internet, and intranet systems.
* Troubleshoot problems reported by users, Make recommendation and support for future upgrades, Maintain network and system security. Answering technical queries.
* Installing all hardware and software. Adding/deleting/creating/modifying user account information, resetting passwords, etc.
* Install, upgrade and monitor software and hardware, data backup and recovery. maintain operating system, business applications, security tools, web-servers, email, PCs
* Maximizing network performance by monitoring, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimisation.

***Key Responsibilities in implementation:***

* Installing an application to the entire PC in a proper way and assigning all major systems set up function like user document modification rights to the user password rights.
* Uploading master data such as vendors, customers, ledgers, products and warehouses details. Providing all the opening, making needed dimension and assigning in the user entry.
* The procedure to follow for adding name in HRMS for interviewing new employees for a selection purpose and making the final settlement report when an employee completes in his career in the organization.
* Generate Payroll details such as Pay structure; Leave structure, Enter Once, Enter Always, preparing WPS and Bank Submission documents for Salary, etc.
* Communicating with the development side through various ways like making a phone, drafting mail, Skype chats, conversation and keeping track of all the issues.
* Maintaining our server, updating our database which is given by developer side as well as our side, checking SQL database data by raising the query when an issue arriving.
* Having deep knowledge in Master setup of HRMS, Account Payable, Account Receivable, Asset, Ledger, Inventory, Logistics and System set up.

***Achievements:***

* Based on our requirement and instruction, the developer created HRMS and Logistic full process.

***Tools and Applications:***

* Accounting Software such as Perk, Fact, Exactly ERP
* SQL Server

***WORK EXPERIENCE***

**May ’01-2011/Feb’28-2013 Scientific Publishing Services Pvt. Ltd. (India)** *The complete premedia solutions company*

**G2: Technical Editor in Copy Editor Department**

***Key Responsibilities:***

* Manage specific style for particular projects according to their job sheet requirement from the beginning to end of publishing.
* Communicate with author through mail to confirm the pre-press preparation for their book status. Updating the stage wise work flow to author.
* Preparing books using Latex and XML coding for publishing in online.

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* Preparing routine administrative paperwork, preparing reports, maintaining records and sharing with the team. Organising and explaining the technical related class.
* Develop the product (Book) for print and online publish.

***Achievements:***

* One of the technical members for new tool preparation and analyser team.
* Promoted G1-Technical editor to G2-Technical editor in a short period and I promoted as a shift co-ordinator in my team.

***Tools and Applications:***

* XML, Tex
* Microsoft office

***WORK EXPERIENCE***

**Feb’01, 2010–Apr’28, 2011 Laser words Private Limited (India)**

*An SPI Global Company*

**Trainee Executive in New Media Division**

***Key Responsibilities:***

* Preparing online examination questions in static and algorithms type for McGraw Hill published books.
* Checking the quality of the worksheet prepared by our team members.
* Uploading the prepared worksheet in McGraw Hill website with the entire database.

***Achievements:***

* Promoted quality checker of the worksheet (prepared online publishing document) in a short period.

***Tools and Applications:***

* Microsoft Office
* XML
* Online Worksheet tool in McGraw Hill website.

***EDUCATION***

* Master of Computer Application (Aug-2005 to Apr-08), from Manonmanium Sundaranaar University, India, with an aggregate percentage of 73%.
* Bachelor of Science in Physics (Aug-2001 to Apr- 04) from Madurai Kamarajar University, India, with an aggregate percentage of 60.65%.

***PERSONAL DETAILS***

Date of Birth : 12th November 1983

Sex : Male

Nationality : Indian

Language Known : Tamil, English

Marital Status : Married

Visa Status : Employment Visa

***DECLARATION***

I hereby declare that all the above-mentioned particulars are true to the best of my knowledge and belief.

Date :