

Job Description

Name : Mr. Indika Kumara

Position : IT Executive

Company : Asset Networks (Pvt) Ltd

Responsibilities

- Define and support ICT software, hardware and network requirements for the Group
- Enhance organisation's cybersecurity maturity through implementing cyber and information security controls
- Increase product knowledge and understanding of the market and competition to help IT department find the most effective IT strategy for the company.
- Perform Service Request, SLA, Change, Configuration, Problem, Incident management
- Implement new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Perform regular security monitoring to identify any possible intrusions.
- Maintain operational, configuration, or other IT procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions, etc. as required.
- Implement and manage data centre
- Facilitate the access and permission management
- Procure, configure, provision & troubleshoot IT hardware/software
- Introduce IT best practices to Team
- Establish IT guidelines and processes within company
- Conduct regular audits of company IT infrastructure
- Track and maintain hardware and software inventory
- Provide strategic advice on using technology to achieve business goals.
- Perform monthly system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Develop tender proposals
- Create and maintain mutually beneficial relationships with clients.

Approved by :

Accepted and understood by :