




ANIL S. BILASKAR

IT MANAGER/ SYSTEM ADMIN

 anilbilaskar9@gmail.com
 +91 8999853428
 Sector No.5 Pradikaran,
Nigdi, Pune

OBJECTIVE

My goal is to find an opportunity that will allow me to reach my full potential. I have strong skills in Hardware and Networking technology, and I am confident that I can use my technical skills and experience to provide efficient and effective technical support to an organization. I am looking for a progressive organization.

TECHNICAL EXPERTISE:

- OS : Windows XP, windows 7, windows 10, MAC O/S & issues
- Experience with installing, supporting MS office, Sonic WALL VPN client
- Repairing equipment and replacing parts
- Investigating, diagnosing and solving computer software and hardware faults.
- Installing and configuring computer hardware, software, systems, networks, printers and scanners

SOFT SKILLS

- Leadership
- Communication
- Time Management
- Negotiation
- Planning
- Project Management
- Presentation
- Administrative Skills
- Team Management

WORKING EXPERIENCE

IT Manager

Consortium Pvt Ltd

Dec 2022 - till date

- Running regular checks on network and data security.
- Identifying and acting on opportunities to improve and update software and systems.
- Developing and implementing IT policy and best practice guides for the organization.
- Designing training programs and workshops for staff.
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement

System Admin




Cloud9 E-Biz Pvt Ltd

Feb 2021 - Sept 2022

- Handling compliance & technical requirements along with IT risk & security framework.
- Responsible for Maintaining the Active Directory environment and creating users, groups, OU, also creating users on exchange server 2010.
- Providing solutions to end users' day-to-day problems with maintaining, Installation, and troubleshooting Win XP, win 7, Win 8, and Win 10 with monitoring, maintaining, and troubleshooting Wi-Fi devices.
- Installation and troubleshooting of local and network printers.
- Assembling and Disassembling and troubleshooting of desktop.
- Troubleshooting of Laptops both the hardware and software on a basic level, also solve all hardware-related issues of desktop
- Maintenance of LAN network and Cable crimping.
- Responsible to maintain and monitoring SonicWALL firewall and providing internet for users.
- Coordinating with vendors regarding hardware and software maintenance.
- Creating, assigning, and troubleshooting Group Policy in ADDS network infrastructure
- Responsible for installing and troubleshooting Win 2007 2008, and Windows 8.1.

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EDUCATION

2013-14

E-MBA - Open University

2007-2008

B.A. - Shivaji University,
Kolhapur

2004-2005

H.S.C - Kolhapur

2002-2003

S.S.C - Kolhapur

LANGUAGES KNOWN

- English
- Hindi
- Marathi

MARITAL STATUS

- Married

DATE OF BIRTH

- 04/12/1986

WORK EXPERIENCE

IT Infrastructure Analyst

R-Serve

Sep 2019 - Feb. 2021

- Resolving Maximum tickets daily to meet Business expectation, used a proprietary ticketing system
- Provide desktop and laptop support for system refresh project, supported users on setting up multiple network printers, managed hardware and software failure due to viruses.
- Planned and implement system roll out and migration strategies. Provided, organized and updated deployment checklist, control laptops and desktops group policy.
- Using Active Directory for locating computers on the network and for creating new additions for computers recently being added to the company networking hierarchy.
- Working together with GIS and IT Risk to define and assign appropriate priorities.
- Establish and maintain close collaboration with GIS / GTIS and central functions.

Desktop Support Engineer L1

Galaxy Pvt.Ltd

Jan 2014 - Dec 2019

- Provide level 1 and 2 support and create, maintain account information including rights, security and groups through Active Directory.
- handling the system network setup of Morgan Stanly & Vodafone Process project.
- Installed configured and upgraded operating systems and software.
- Implemented OS Upgrades from XP to W7 for local supported users. Involved backup of user's data files and loading of their applications prior to deploying a new PC.
- Troubleshoot internet and LAN connectivity issues.
- Provide desk side assistance on hardware and software related issues to end user's satisfaction for both staff and residents.
- Worked on ticketing system using BMC remedy tool

Desktop Support Engineer L1

PCS Pvt. Ltd., Pune

Jan 2011 - Dec 2014

- Handling Administrator works and responsibility Repairing & maintenance of Desktop & laptop
- PC Assembling, Hardware & Networking Troubleshooting.
- Various types of Microsoft, & software troubleshooting.
- MS-Outlook & Outlook Express configuration with mail servers.

Place :

Anil Bilaskar