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| **CANDIDATE ASSESSMENT SHEET** | |  |
|  | |  |
| Position Applied For | **IT Lead** | |
| **Candidate Details** | |  |
| Name of the Candidate | Ravindra Kumar Srivastava | |
| Mobile Number | 9979922737, 9437378282 | |
| Email Address | [rk.srivastava27@gmail.com](mailto:rk.srivastava27@gmail.com) | |
| Current Location | Ahmedabad | |
| Open to Travel / Relocate | Yes | |
| Current Organization | Suzuki Motor Gujarat Pvt. Limited | |
| No. of Years with current Organization | 1.8 Years | |
| Total Years of Work Exp. | 9.11 Years | |
| **Key Professional Details** | |  |
| **Current Designation** | **Senior Executive IT** | |
| Reason for job Change | Better Career Prospectus | |
| Notice Period | 3 months (Negotiable) | |
| Employment Gaps if any | No | |
|  | |  |
| PG Qualification (full time / Part time) and Year of Passing |  | |
| UG Qualification (full time / Part time) and Year of Passing | B.Tech (Computer Science) 2007 | |
| Education Gaps If any | No | |
|  |  | |
| **Overall communication Skills** | **(****Good )** | |
| **Reasons for recommending this profile** | Overview: Possess 9+ years experience in leading IT operations. Hands on experience in handling the projects end to end individually. Good knowledge on SAP. | |
| Additional Comments |  | |

**Name :** Ravindra Kumar Srivastava

**E-mail :** [rk.srivastava27@gmail.com](mailto:rk.srivastava27@gmail.com)

**Phone :** +91 9437378282

**Address:** 112\181, Flat No.6, In front of Nagari Press,

Alopibag, Allahabad, Uttar Pradesh, 211006

**Senior Executive IT at Suzuki Motor Gujrat Pvt. Limited**

Career Objective: -

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself

Career Summary:-

Currently Associated with Suzuki Motor Gujarat Pvt Limited (SMC Group) as an IT professional with an experience of approx. 9 years in the area of IT infrastructure with responsibility of establishment of IT Infrastructure for A and B plant which involves handling of Networks and Servers with additional responsibilities - purchasing of the IT Assets along with End User Support.

Current Summary: - Suzuki Motor Gujrat Pvt. Limited (SMC Group) July 2016 to Continue

This project is Greenfield automated project for a manufacturing of 2 Million Per year.

This project is Asia’s most advance technology based plant in automobile sector.

**Key Responsibility at Current Profile: -**

* Delivering and managing major change and IT projects.
* Stakeholder management: regular commutation with stakeholders on project status.
* To be flexible to adapt to the frequently changing local regulation.
* Ensure regular service reporting (weekly/monthly/quarterly/annual) in accordance to set due dates within Business Units
* IT Infrastructure Project Management as per agreed parameters of time, budget, scope and quality.
* Manage IT application projects based on Group ITPM process.
* IT Information Security.
* File server, VTS (Vehicle Tracking System) and PBX implementation.
* Helpdesk Administration
* Application Support
* Purchasing of IT Equipment and software in line within agreed budgets. Supporting a multi-site IT infrastructure. Responsible for the fast and accurate troubleshooting of reported faults.
* Working with both on and off shore solution providers.
* Producing stage plans, highlight reports, risk logs and requests for change.
* Escalating promptly any issues that may impact the company.
* Prioritising multiple business critical issues.

Manage IT Infrastructure

* Proper monitoring and maintenance of IT equipment’s allotted to individual users.
* Maintenance of Servers installation along with regular data backup.
* Monitor Data Centre, backup security and restoration.
* Feasibility study of Infrastructure setup requirement.
* Provide efficient, scalable and robust solutions
* Ensuring continuum of servers.
* Ensure IT systems Lifecycle Management. (Plan/Build/Transition/Run/Phase-Out/Cessation) in accordance with Group standards processes

− Incident Management (standard procedure in place meeting SLAs).

− Problem Management (RCA and Corrective Actions performed).

− Change Management (Change Controls and procedures in place).

− Security Management (Adherence to Group Security Policies).

− Release Management (Definition and Management of Quality Gate

Preparing transition from development into production).

− Capacity Management (Monitoring of applications/infrastructure capacity

and preventive actions)

− Availability Management (Monitoring/Ensuring availability as defined in SLAs).

Manage Software Services

* Manage support for smooth operation of business applications.
* Manage Support for Implementation of new Software as per business requirement.
* Testing of application developments.
* Ensure Software support/upgrade to Google Earth, Surpac, AutoCAD.
* Taking regular backup for Application & Database and Smooth restorations.

Manage IT Services (Customer Satisfaction)

* Define IT processes for efficient functioning and projects coordination between departments
* Manage and Resolve Users issues and ensuring timely closure.
* Coordinate with GIT for services covering mail, Antivirus, AD, Corporate Applications, VC and allied services.
* Analyse IT related issues and provide suitable solution.
* Provide support for Mobile related applications and configuration of smart devices.
* Suggest and implement new initiatives for improvement in IT services.
* Ensuring smooth operation of IT Help desk system.
* Update and monitor IT user accounts.
* Maintenance & management of the Critical Windows based Server Environment.
* Maintain up to date Antivirus levels on all machines company wide.
* Working on Active Directory accounts, configuration of Blackberry’s & laptops.
* Managing and monitoring of backups in multiple locations.
* Providing maintenance support and break-fix solutions.
* Initiate and implement necessary SOPs
* Liaising with vendors for additional IT services.

Manage Network Services

* Ensuring maximum uptime of LAN network at Office.
* Logging of Network issues with GIT and following up for restoration of MPLS connectivity.
* Monitor & maintenance of network equipment installed at site.
* Monitor firewalls, VPN Concentrators and Security appliances for smooth operation of vital business applications.
* Troubleshooting malfunctions of network hardware and software applications and security.
* Producing reports for senior managers.
* Troubleshooting technical problems and implementing solutions.
* Providing technical support via helpdesk systems for a wide range of internal & external applications.
* Diagnosis of network issues and resolve operational issues.
* Continuous Improvement of IT network for uninterrupted data connectivity.

1. Previous Experience: Mineral Resource Business of Aditya Birla Group (EMIL) 2009 April to July 2016

**Key Responsibilities:-**

* Manage IT Infrastructure
* Manage IT Services (Customer Satisfaction)
* Manage Software Services
* IT Information Security.
* Manage and monitor IT helpdesk team
* Manage IT Procurements and IT planning and Assist in budgeting IT improvement.
* IT policy assist in formulation of IT Policy to achieve business plans at optimum cost
* Identify Training requirements and prepare training plan for Users and providing continuous training on IT tools/Applications to improve user productivity.

2. Grasim Industries Ltd (Aditya Birla Group) –1 year (2008-09):-

* ABAP Report development for preparing reports as per user requirements.
* Worked on Classical ALV Reports.
* Back end Support of Sales and Distribution Module in ABAP (SAP R/3) Architecture.
* Documentation of SAP modules (FI, MM, QM, SD).
* Post implementation support and Handling user queries.
* Bug tracking and Debugging.
* Collecting Information, Designing, Customization and Development of Reports for the Unit Testing.

Educational Qualification

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| --- | --- | --- | --- |
| **Qualification** | **Institute** | **Year** | **Grade** |
| B.Tech (Computer Science) | UPTU | 2007 | 65% |
| 12th | U.P. Board | 2003 | 53% |
| 10th | U.P. Board | 2001 | 58% |

**Personal Details:-**

Date of birth : 27th October 1987

Marital Status : Married

Willing to Relocate: Yes

**Languages Known:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Read** | **Write** |
| Hindi |  |  |  |
| English |  |  |  |
| Odia |  |  |  |

Extracurricular activity:-

* Reading Books.
* Watching Cricket Matches
* Playing Badminton.

**Place: Ahmedabad Date:**