Microsoft CERTIFIED
Systems Engineer

Contact No **:** +91- 9895906498

SREEJITH KUMAR T.V
(Microsoft Certified Systems Engineer)   E-mail   **:** tv9sreejith@gmail.com

PROFESSIONAL OBJECTIVE/ASPIRATIONS

Seeking an exciting career in an organization that makes best use of my skills & capabilities and offer good prospects to my career and help to achieve new heights, A challenging and rewarding career that will justify my hard work, total dedication and high energy. Intend to pursue a career in system management with a leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a Key player in challenging & creative environment

PROFESSIONAL SUMMARY

17 Years of Experience in Support field.

Field of interest is in Office Administration, Marketing and Customer Relationship Management, Sales and Business development, System Administration, Managing & Customer Support, Technical and Desktop Support. Software programming, Computer assembling, troubleshooting and installation. Worked extensively in almost all type of configurations of computers, Printers, Network products & Microsoft products.

PROFESSIONAL PROFILE

TEACHER and HOD in IT Department: Teaching, Administration, Marketing Business Development in NATIONAL COLLEGE (Authorized Tally and SAP Partner), Kannur, KERALA (from April 2013 to Present):
Want to take my daily classes for B Com and BA students in Informatics skills and Office Automation, analyses the progress, prepare teaching notes etc. As an HOD I want to take care about all over administration of the department, recruitment of new staffs, Marketing and Business Developments etc... I also want to analyze the business and plan different strategies to improve the business. I want to market the Accounting and Educational products from tally Solutions Pvt. Ltd. Bangalore and SAP. Plan and execute different types of Campaigns to market the same.
http://www.nationalcollege.info

Manager: Marketing & Customer Relationship management in Smartsoft Business Solutions, Kochi (from January 2012 to December 2012):

During this period I am the product head of Microsoft Dynamics CRM 2011 and marketing manager of other IT products. I also want to manage the customer relationship through CRM dynamics by controlling different activities of Leads, Opportunities, Accounts, Contacts, Creating marketing lists, Planning campaign activities for marketing and sales development, Generating reports etc of four different branches in kerala. We are the Channel Partners for IBM, Dell, Lenovo Microsoft, EMC, Fujitsu etc

http://www.smartsoft.co.in, sreejithkumar@smartsoft.co.in

Service Manager at Inexoft Technologies, Kannur, Kerala (Since Jan 2011 to Sept 2011). The main duties include supporting management by developing Center policy and procedures, Recruiting and Training the staff, Team building, Salary and Benefits calculation …etc. This is a pioneer and single point utility centre for various innovative information technology and software development services. http://www.inexoft.com,

Branch Manager at Accel IT Resources, Kochi, Kerala (from June 2010 to Dec 2010).

This is a great opportunity for me to working in such big company with its Head office in Chennai. I want to manage a team of 27 members. It would give me more responsibilities. My Duties include, Achieving target set for the branch. Developing & training of subordinates. Identifying and screening of candidates for replacement/fresh recruitment. Ensure strict compliance of QMS (ISO) across all functions. Supervision of work carried out by sales/technical team. Maintenance and up keeping of centre premises. Ensure all local statutory requirements are paid on due date. Conducting induction training to all new joiners before put on work. Appraisal of employees working in the branch. Ensure certificates/course materials are issued to students on time. Ensure all documents related to QMS is maintained on a regular basis. Ensure quality of services provided to customers is the best. Competitor analysis. Ensure proper handing over/taking over is done and all related documentations are completed before relieving the resigned employee's .Ensure proper maintenance of staff attendance register. Ensure all emails are replied immediately. Ensure all reports are send to the concerned on time. Ensure customer feed backs are taken on a regular basis and the centre meets minimum CSS % of 80 at all time. Handling customer complaints and taking corrective actions. Conduct daily

meeting in the centre with all staff and keep them updated.

Branch Manager / Marketing Manager in M/S Karuna computer education Payyanur, Kerala (From June 2003 to May 2010). During this career I was a Branch Manager cum Marketing Manager by controlling and training the employees, sales and education activities in the branch, want to plan the marketing activities of every month for development of our business. I want to manage a team of 35 members. Also want to configure and resolve networking and system problems. It would give me more responsibilities. These jobs made in me more confidence over managing and training the staffs, control them and plan the day to day activities to improve the performance of the firm, Sales activity promotions etc. Also doing the System and Network Administration, Crimping, Cabling, Computer assembling and troubleshooting and as well as personal correspondence.

Branch in Charge come Faculty (Hardware & Software) in M/S Trident Computers, Ezhilode, Kerala (From June 2002 to April 2003).

EDUCATIONALQUALIFICATIONS

Computer Engineering with a marks of **71.75 %** Conducted by Department of Technical Education, Keral(April 2002).

Pre- Degree with a marks of **50.00 %** Conducted by the University of Calicut (April 1999).

S.S.L.C. with a marks of **79.33 %** Conducted by Board of Public Examination, Kerala (March 1997).

TECHNICAL QUALIFICATION

- **IBM Certified Specialist - System x Technical Fundamentals**
- **Microsoft Dynamics CRM 2011**
- **EMC Velocity Affiliate Development for Sales 2012**
- **Microsoft Certified Systems Engineer (MCSE 2003).**
- **Advance Diploma Computer Hardware and Network Engineering**

SKILL SETS

- **Programming Languages   : C, C++, VB,HTML PHP, Java Script**
- **Databases   : Microsoft Access, FoxPro , Oracle,MySQL**

- **Accounting Package   : Tally 7.2**
- **Operating Systems   :Windows 2000/2003 Server, Windows95/98 XP/ME/DOS 6.22**
- **Low Level Language   : Intel 8085, 8086**
- **Packages   : MS Office, DTP.**

Date of Birth	**: 15thAPRIL 1982**
Permanent Address	**:Theruvath Veedu**
	Kuthirummal
	Kunhimangalam (P.O)
	Kannur District,
	Kerala, India-670 309
	Phone: 04972 810022
	Mob: 9895906498
Gender/ Marital status	**: Male/ married**
State/ Nationality	**: Kerala/ Indian**

PASSPORT DETAILS

Passport No	**: N 7802029**
Issued at	**: Kozhikode**
Date of Issue	**: 12/02/2016**
Date of Expiry	**: 11/02/2026**

LANGUAGES KNOWN

- Good command over verbal and written Hindi, English, Malayalam
- Understanding ability of Tamil, Malayalam, English and Hindi

REFERENCE

Mr. M V Purushothaman, Principal, National College, Taliparamba, 9447360617, 04602203355

Mr. Jijikumar , Regional Manager Tally Solutions Pvt Ltd. Mob: 9995893727

Ms. Susan Mathews, Regional Manager, Smartsoft Kochi. Mob: 9446866201, 04844013188

Mr. Damodaran, GM, Accel IT Resources Ltd, Kochi, Mob: 9995822870,

Mr.Shyju.K.V, CEO, Karuna technologies, Nr. Gandhi Park, Payyanur. Mob: 9847311321.

Mr. Subash, MD, Inexoft technologies, 9846113263.

My belief is in consistency and perfection of work so that it makes an impression, which should be everlasting.

Thanks for your time and effort in reviving my credentials.

Yours Sincerely,

SREEJITH KUMAR T.V.