► **REKHA RAMTIRTHKAR**

►+91-9164465721

► rekharamtirthkar@gmail.com (Bangalore)   Linkedin

AWS LINUX ADMINISTRATOR
System Administrator | Digital Marketing Executive
Websites Development & Maintenance Executive
Technical Support Executive
AWS & Godday Deployment Executive

Total Experience: 3+Years. **Industry Exposure: Linux Administrator, System Admin, WordPress Website Developer**

Hardworking professional engaged in all facets of **System Admin, Linux Administrator**. As a **System Admin, Linux Administrator** with expertise in areas of sites and applications deployment, configuration and troubleshooting, monitoring and performance optimization, daily data backup, security management, and recovery planning.

---TECHNICAL CAPABILITIES---

Quick Response	Team Leadership	Management

----EDUCATION AND ADDITIONAL SKILLS----

Diploma in Information Technology- Govt.College.

Bachelor of Engineering in Instrumentation and Control-Cummins College of Engi, Pune

Technical Skills

Operating System	Linux, Windows
Hosting Servers	Amazon Web Service, Go daddy
Programming languages	PHP
Web Servers	Apache, Nginx
Database Concepts	MYSQL
Technologies	HTML5, CSS3
Tools	Edit+,
CMS/Framework	WordPress
Advanced File Management System	LVM (Logical Volume Management)
Network File Sharing Server	NFS Server
Protocols	SSH, Telnet, SCP and RSYNC
Monitoring Tools	SolarWinds, Nagios

---CAREER SUMMARY---

Websites Maintenance and Digital Marketing Executive:

Chemix Specialty Gases   July 2024 - Till

Websites & Applications Development, Maintenance & Deployment:

- Experience in hosting the websites and applications in GoDaddy & AWS Ubuntu, Red hat (Linux) and related troubleshooting.

- Design & Develop websites in Wordpress (Plugin used- Elementor, Visual Composure) & SEO (search Engine Optimization) done by using Yoast plugin premium Version.
- Worked on AWS Iaas & Paas
- Design and develop websites in HTML and done the SEO (Search Engine Optimization) for same websites.
- Experience in registration of domain names and domain name transfer GoDaddy and AWS.
- Experience in Company Email hosting & maintenance on GoDaddy.
- Experience in company ticketing tool and B2B marketing portal ticketing tools.

DIGITAL MARKETING:

- Promote the websites & blog on social media through posting and increases rank & followers (FB, INSTA, LINKDIN, XCOM) & Google search console, google analytics.
- **SEM (Search Engine Marketing):** Google ad (Premium), Fb paid Ad, LinkedIn Paid Ad, pay-per-click.
- **SEO (Search Engine Optimization):** on page & off page seo.
- **Made report on CTR(Click-Through-Rate), PPC(Pay per click), google analytics, email marketing.**
- Conduct A/B testing to optimize campaigns and improve performance.
- Experience in certificates, Banners, Badges design by using Canva.
- Experience to promote the products on INDIAMART, EXPORTERINDIA, and TRADEINDIA and attended the meetings with B2B marketing portal person.
- Experience in inquires leads data analysis and mark and gives feedback on irrelevant leads to find out relevant leads and gives to the sales team.
- Worked on Microsoft Office 365 integration.

Technical Support Executive:

- Have an experience on Saas, Iaas, Paas.
- Respond to customer inquiries via phone, email, and chat.
- Resolved Software's installation troubleshooting.
- Diagnose and resolve technical hardware and software issues.
- Worked on Microsoft office 365 troubleshooting and Configuration
- Guide customers/employees through step-by-step solutions.
- Document customer interactions and resolutions in the ticketing system.
- Collaborate with other departments to resolve complex issues.
- Provide feedback on recurring issues to help improve products and services.
- Conduct training sessions for clients on product features and updates.
- Stay up to date with product knowledge and industry trends.

Project Manager:

- Design framework/roadmap for projects
- As project Manager with expertise in areas of attending meetings with clients and quotations. Divide the daily tasks of projects and complete the project before the deadline.
- Conduct A/B testing to optimize campaigns and improve performance.

Content Writing:

- Experience in certificates, Banners, Badges design by using Canva.
- As content Writer with expertise in written content for Websites and applications.

System Administrator (Internship): MTAB Technology Pvt Ltd Jan 2024 - April 2024
(Work on LMS Moodle software and Zoho tools)

- **Front End CSS:** Worked on abhyaz.moodlecloud.com LMS and cnctrain.moodlecloud.com LMS appearance like assign logos, pages background images, change navbar background color, change navbar main menus font weight, color along with hole application title, subtitle, description font weight, color. Also worked on all page's transparency

- **Applications Deployment:** deploy the Moodle cloud LMS application in AWS cloud(Ubuntu). Deploy, configured, and troubleshoot of applications in local server and also in live server. Customize the sites and applications and enabled the new features like create new role and assign it user, enable statistics, also work on cohort features, remove the trash from it in from local as well as live applications.

- Have an experience on Saas, Iaas, Paas.

- Installed, configured, and troubleshoot of applications in local server and also in live server.

- Customize the sites and applications and enabled the new features like create new role and assign it user, enable statistics, also remove the trash from it in from local as well as live.

- Done integration of different applications like Moodle and Zoho different software and sites.
- Worked on courses development on abhyaz. Moodle cloud
- Experience in circulating bulk of messages to all department.
- Worked in team, also with senior, mentors, project managers.

- Conduct A/B testing to optimize campaigns and improve performance.

Project Manager:

- Design framework/roadmap for projects.
- As project Manager with expertise in areas of attending meetings with clients and quotations. Divide the daily tasks of projects and complete the project before the deadline.
- Conduct A/B testing to optimize campaigns and improve performance.

Content Writing:
- Experience in certificates, Banners, Badges design by using Canva.
- As content Writer with expertise in written content for Websites and applications.

WordPress Website developer & AWS Linux Administrator, AWS & GODDAY DEPLOYMENT
(Freelancer)
March 2019 – Oct 2024
Clients: IIBS, Prazision, Earth essence, SoilMech, Ovi studio, Swamy Hotel.

AWS & GODDAY DEPLOYMENT

- Design and develop websites, applications in WordPress and deployment in Godday & AWS Cloud.
- Registration of domain name & Transfer the domain name along with purchase SSL certificate in AWS and GoDaddy.
- Experience of Designing and installing network infrastructure, including on-premises systems

and cloud networking solutions.

- Evaluating user requirements and designing system architecture and parameters.
- Performing disaster recovery processes and data backups to protect data and systems from attacks or loss.
- Coordinating computer and telecommunication network access and use.
- Monitoring performance activity, troubleshooting, scheduling upgrades, and collaborating with network architects.
- Experience in Interacting with the Client & Understanding requirements.
- Experience in integrating payment gateways in the e-commerce website.

DIGITAL MARKETING

- Promote the websites & blog on social media through posting and increases rank & followers (FB, INSTA, LINKDIN, XCOM) & Google search console, google analytics**.**
- **SEM (Search Engine Marketing):** Google ad (Premium), Fb paid Ad, LinkedIn Paid Ad, pay-per-click**.**
- **SEO (Search Engine Optimization):** on page & off page seo**.**
- **Made report on CTR(Click-Through-Rate), PPC(Pay per click), google analytics, email marketing.**
- Conduct A/B testing to optimize campaigns and improve performance.

Technical Support Executive:

- AWS deployment related troubleshooting
- Respond to customer inquiries via phone, email, and chat.
- AWS deployment related troubleshooting
- VMware workstation related troubleshooting.
- Diagnose and resolve technical hardware and software issues.
- Guide customers through step-by-step solutions.
- Document customer interactions and resolutions in the ticketing system.
- Collaborate with other departments to resolve complex issues.
- Have an experience on Saas, Iaas, Paas.
- Provide feedback on recurring issues to help improve products and services.
- Conduct training sessions for clients on product features and updates.
- Stay up to date with product knowledge and industry trends.

Project Manager:

- Design framework/roadmap for projects
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