

Vitesh Mehta
Contact No: 9987413761/8369147657
Email id:mehtavitesh01@gmail.com
122/B, Datta Mandir,
Room No.3, Thakurdwar Road, Mumbai-02.

Job Objective

To obtain a position that will enable me to maximize my organizational skills, quality assurance, educational background and ability to work well with people.

ACADEMIC

<i>Degree</i>	<i>University/Institute</i>	<i>Year of passing</i>	<i>Marks (%)</i>	<i>Class/Grade</i>
<i>B.Com</i>	<i>Mumbai University</i>	<i>2016</i>	<i>64</i>	<i>First</i>
<i>H.S.C</i>	<i>Maharashtra Board</i>	<i>2013</i>	<i>51</i>	<i>Second</i>
<i>S.S.C</i>	<i>Maharashtra Board</i>	<i>2009</i>	<i>50</i>	<i>Second</i>

PROFESSIONAL EXPERIENCE

Current Work Experience:

Company Name : *EXIDE LIFE INSURANCE ING (LTD)*
Designation : *System Administrator –Server Engineer*
Client : *Mumbai*
Period : *12TH December 2018 – till date*

Responsibilities:

- Providing 24 by 7 hands and eye support to Exide Life Insurance datacenter.
- Daily monitor all servers, storage ,tape library, networking devices like routers, switches
- To prepare DR-Physical-Health status report of all those monitor servers, devices etc. and forward it to respective team.
- If any servers showing down or not reachable then we have to troubleshoot these.
- To add a server into domain.
- We have reset a User Password in Active Directory.
- ID Creation in domain environment
- Sending Daily checklist of all servers it's include server disk space, server memory utilization.
- Keep the records of all material going outside the data center and coming inside datacenter.
- Prepare reports for incoming and outgoing material.
- Preparing and maintain all the datacenter inventory of all devices placed in datacenter.
- Creating the VMware Adding Roles
- System Migration from workgroup to Domain.

- Disabled/Blocked the user ID
- Deletion of user IDs at the end of every month
- Resolving Folder Access issues of user
- Deletion of user IDs at the end of every month
- Installed software, patching, upgrading
- Prepare reports for incoming and outgoing materials.
- Creating gate pass for Engineer.
- Coordinating with various application teams and vendor
- Responsible for providing the good healthy environment to all devices placed in datacenter
- Works On Antivirus Quick Heal, Micro Trend, KasperKey
- Solving the issues in antivirus not getting installing, updating, Scanning, & Activating.

PROFESSIONAL EXPERIENCE

Previous Work Experience:

Company Name : *HDFC LTD.*
Designation : *System Administrator -Nexthink*
Client : *Mumbai*
Period : *June 2017 – December 2018*

Responsibilities:

- Work for Application crash
- Upgrading the Anti-virus
- Analysis C-Drive Usage
- High Treat
- High Logon duration
- High memory utilization
- Average boot duration
- Extracting reports from Manage Engine
- OS patches updating from LANdesk tool
- Installation of Software via LANdesk tool
- Security setup for unauthorized devices
- Providing 24 by 7 support to HDFC Bank

Previous Work Experience:

Company Name : *Cyber Tech System & Service*
Designation : *Desktop Engineer*
Client : *Mumbai*
Period : *June 2015 – June 2017*

Responsibilities:

- Visiting Clients & Camera Installing
- Taking Backup of Camera and converting it to videos

- Installing & Making Bio-metric attendance and taking out the attendance.
- Backup system support
- Monitor daily backups
- Ability to work independently and in a team environment.
- Ability to communicate well with internal and external contacts
- Upgrading the Anti-virus.

Company Name : *CIPLA*
Designation : *Desktop Engineer*
Client : *Goa*
Period : *June 2014 – June 2015*

Responsibilities:

- Oversee and Update assigned support service requests.
- Handle daily technical support activities -desktop support, data network and server management.
- Grow clients and communicate to Manager by determining new opportunities.
- Setup Desktop computers and peripherals and test network connections.
- Test Computers to ensure proper functioning of computers systems.
- Train end users on usage of computer hardware.
- Develop and manage effective professionals working relationships with contractors and clients.
- Interact with staff on desktop problem and their resolution.
- Order or buy computer system and liaise with purchase and supplies dept.
- Maintain computer peripheral devices like CPU & resolve the queries/ issues.

Company Name : *Venktron Digital System Pvt. Ltd.*
Designation : *Desktop Engineer*
Client : *Mumbai*
Period : *June 2013 – June 2014*

Responsibilities:

- Supporting Antivirus Software toll free
- Performing on assigned support service requests.
- Handle daily technical support activities -desktop support, data network and server management.
- Test Computers to ensure proper functioning of computers systems.
- Train end users on usage of computer hardware.
- Develop and manage effective professionals working relationships with contractors and clients.

Technical QUALIFICATIONS

- *CCNA Course*
- *ICNE Course*
- *DNE Course*
- *Microsoft Office Word*
- *MCSE (2021)*
- *MBA (Perusing2021)*

SKILLS / COMPETENCIES

- *Hardware and Networking*
- *Active Directory, DHCP, DNS*

PERSONAL DOSSIER

Date of Birth : 09thDecember 1992
Gender : Male
Marital Status : Unmarried
Languages : Proficient in English, Hindi, Marathi, Gujarati.
Hobbies : Sports (Karate)
Passport : N7930995 (Number)
: 21/03/2016 (Date of Issue)
: 20/03/2026 (Date of Expiry)

Place – Mumbai

Vitesh Mehta

Signature