Pawan Walke

IT Administrator
(IT Department)

Contact

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Skills

Documentation and
reporting

Excellent

Security planning

Good

Infrastructure development

Good

Requirements analysis

Good

Application installations

- I am an **"IT Administrator" (HOD of IT Department)**. Skilled Technologist with experience configuring computers, servers and peripheral devices to work within established company and security parameters. Adept at managing permissions, filters and file sharing also responsible for the direction of a team, which may consist of senior-level managers and other staff.

Work History

2021-02 – Current

IT Administrator

Baleshwar Synfab LLP., Amravati, Maharashtra

- Monitoring and maintaining networks and servers.
- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Implementing security protocols and procedures to prevent potential threats.
- Creating user accounts and performing access control.
- Performing diagnostic tests and debugging procedures to optimize computer systems.
- Documenting processes, as well as backing up and archiving data.
- Developing data retrieval and recovery procedures.
- Designing and implementing efficient end-user feedback and error reporting systems.
- Supervising and mentoring IT department employees, as well as providing IT support.
- Keeping up to date with advancements and best practices in IT administration.
- Administration Work of Xampp server.
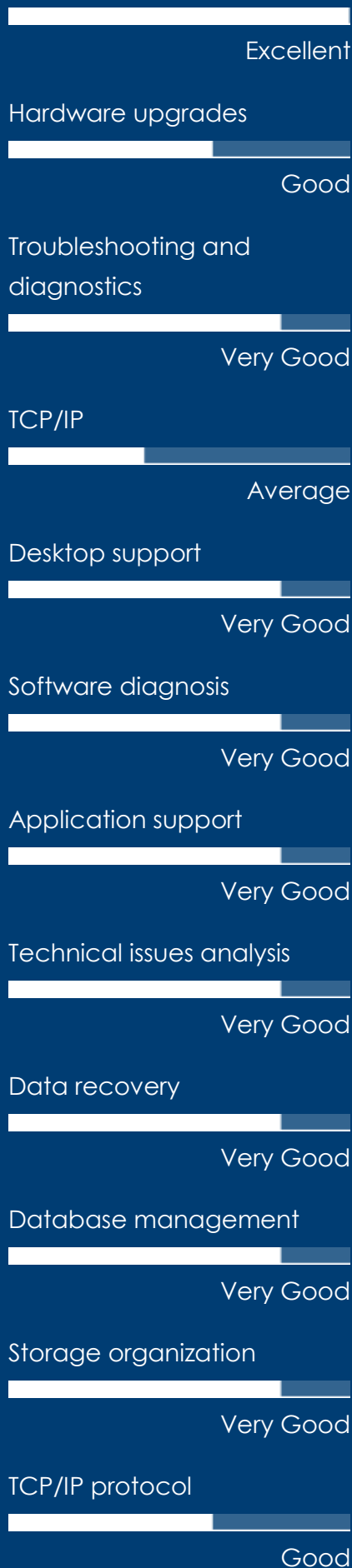- Provide Remote Support.

2018-08 – 2021-01

IT Officer

Plasti Surge Industries Pvt. Ltd., Amravati, Maharashtra

- install and configure computer hardware operating systems and applications
- monitor and maintain computer systems and networks
- Rules Implementation, User Creation & Provide User Permission in Sophos Network Firewall

Excellent

Hardware upgrades

Good

Troubleshooting and diagnostics

Very Good

TCP/IP

Average

Desktop support

Very Good

Software diagnosis

Very Good

Application support

Very Good

Technical issues analysis

Very Good

Data recovery

Very Good

Database management

Very Good

Storage organization

Very Good

TCP/IP protocol

Good

- Install and configure Windows Server 2016 Standard and Windows 2008 r2.
- Administration working on Windows Server.
- Maintain Backup of Server as well as Tally Backup.
- talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- troubleshoot system and network problems, diagnosing and solving hardware or software faults
- replace parts as required
- provide support, including procedural documentation and relevant reports
- follow diagrams and written instructions to repair a fault or set up a system
- support the roll-out of new applications
- set up new users' accounts and profiles and deal with password issues
- respond within agreed time limits to call-outs
- work continuously on a task until completion (or referral to third parties, if appropriate)
- prioritise and manage many open cases at one time
- rapidly establish a good working relationship with customers and other professionals, such as software developers
- test and evaluate new technology
- Conduct electrical safety checks on computer equipment.
- Implemented corrective plans of action for network performance issues including availability, utilization, and latency.

2017-12 - 2018-06

Service Engineer

Medi-HUB Biomedical Services , Amravati, Maharashtra

- Respond to service calls in order to perform on-site repairs.
- Troubleshooting and provide technical support services, such as replacing needed equipment components.

Storage virtualization

Good

Technical analysis

Good

Network security

Good

Cloud services

Good

Switches and routers

Good

Firewalls

Good

Firewalls, VPNs and security products

Good

Network infrastructure administration

Good

Technical documents comprehension

Good

Remote testing

Good

Hardware knowledge

Good

- Completes service reports, weekly logs, and expense reports.
- Installing new lab equipment.
- Responsible for assisting in the planning and purchasing of needed equipment.
- Work with a customer's technical specifications and evaluate what devices will best meet their needs.
- Design and develop biomedical equipment. They test the function of the equipment by taking detailed accuracy, selectivity, and sensitivity measurements.
- Calibrate groups of equipment to ensure overall quality control.
- Monitor the equipment to make sure that its performance is in alignment with regulatory requirements.
- Engaging in ongoing preventative maintenance for medical equipment.
- Performance through routine inspections and in-service training with customers.
- Coordinate maintenance schedules and quality control checks.
- Responsible for providing quality customer service.
- Communicate their job progress to managers, and handle customer relationship issues.
- Implement equipment changes according to customer laboratory policies and practices.
- Work in the field
- First to share up-to-date information on pricing and devices.

Education

2011-06 - 2017-07

Bachelor of Engineering: Electronics And Telecommunication Engineering

Prof.Ram Meghe Institute Of Technology & Research - Badnera, Maharashtra

Servers expertise

Good

System upgrades

Good

Network development and administration

Good

Software testing

Good

Infrastructure planning

Good

Program installations

Good

Additional Information

Achievements:
I have the "Busy-bee award" for my dedication, loyalty to my work in my current organization.

Certifications

"Star Certification" in "Star Cyber Secure User"

"CompTIA Certification" in "ITF"

Reading Books, Listing Music

I like Historical Mythological Based Book and
I like silent songs