JOE ZACHARIA

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Email:joezacharia1991@gmail.com
Kochi, Kerala, India

#PROFILE#

✓ Positive Attitude and **adaptable to changes**
✓ **Committed** to deliver results
✓ **Inquisitiveness to learn**
✓ **Accountable** and responsible
✓ **Self-Driven**, sets high benchmark
✓ Ability to prioritize tasks with **high degree of flexibility**.

PROFESSIONAL PROFILE

❖ Ability to lead the overall operations Processes.
❖ Communicate effectively with executives and senior leaders, both Internally and externally.
❖ Excellent business understanding, proficient in working with cross-functional teams.
❖ **Professionally skilled in handling DSLR/Mirror less Cameras.**

EDUCATION

**B-Tech | ECE |2013
University of Calicut**, Kerala

I.T SKILLS

MSWord, Excel, PowerPoint, C++ Adobe Premiere Pro, Final Cut Pro, CCNA, RHCE, TALLY, WORDPRESS, VMware, Jira, Github/Gitlab, Dynatrace, ServiceNow, Active Directory Hyper-V, AWS, Google Analytics

PERSONAL DETAILS

Indian Citizen
with Passport No:
M1500391 DOB:
11th, June1991
Married

LANGUAGE SKILLS

English, Hindi, Malayalam and Tamil

Digitally Signed By **JoE ZaChArIa**

*** EMPLOYMENT HISTORY ***

VAYALAT GROUP'S AUTOMOBILE DIVISION | IT/EDP - Network Admin
Kochi, India / 2019 – 2021

Single handedly managing the entire IT Infrastructure, which includes15 branches of Honda & Mahindra Dealerships, owned by Vayalat Group in Ernakulam district of Kerala state can be placed first among my achievements.

- Build and install system infrastructure which encompasses hardware servers and virtual machines using a **VM Ware** environment.
- Fixing bugs and patches of the Double **OS/AWS EC2** working environment of the organization.
- Oversee the development of customized software and hardware requirement.
- Provide back end technical support for the organizations online purchase portal.
- Installation and maintenance of **PC's, Laptops, Switches, Routers, Modems, Access Points, Printers, CCTV, Biometrics, LAN Paths, Intercom Connections, Barcode Scanners, Think Client/End Computing Devices, Public Addressing Systems** etc.
- Installation, Configuration & Updation of **OS, Software's / Applications** & ensuring its functionality.
- Configuration of **VPN, RDP Firewalls, Anti-Virus, End Point Protection** etc. & thus ensuring security of the n/w.
- Daily back up creation of **Server (**Windows 2016/2019), System **ERP** & its Category wise documentation.
- Restriction of the system and network access among various sections of staff users.
- Monitoring and updating the organization's **Domain, Email's, Website, official Face book Page, Instagram. Twitter, CUG** Groups etc. Conducting daily checks of Click-Bounce rate and Organizing Paid adds for **SEO**.
- **Presentation** for the management and shareholders in a Weekly/Monthly basis.
- Personalization of ERP for various shareholders on android friendly platform.
- Providing Training for New Staff Members.
- Coordination of **Purchase, Maintenance and supervision** of the IT inventory.
- Timely reporting on the log sheet for the rapid response to any glitches.

ABDULLA MASOOD Co. LLC | IT - Admin
Sharjah, UAE / 2017 – 2018

- Maintain security, back up, and redundancy strategies.
- Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks.
- Participate in the design of information and operational support systems.
- Liaise with vendors and other IT personnel for problem resolution.

LULU GROUP INTERNATIONAL | IT - Executive
Kochi-Thrissur, India / 2014 – 2016

- Managing and monitoring all installed system and infrastructure.
- Install, configure, test and maintain operating systems, application software and system management tools.
- Proactively ensure the highest levels of systems and infrastructure availability.
- Monitor and test application performance for potential bottlenecks, identify possible solutions and work with developers to implement those fixes.

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