(JAY.S. KATARNAVARE
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OBJECTIVE

To bring out the best of my capabilities, analytical skills and leadership qualities and work towards the growth of my organization through team efforts.

CORPORATE EXPOSURE

Organization: Indreshwar Sugar Mill Pvt ltd (onsite SB Patil college of engineering pune)
Period   : 1 December 2020 till
Designation   : System administrator
Location   : Solapur

Job Profile:

- Support LANs, WANs, network segments, Internet, and intranet systems

- Ensure design of system allows all components to work properly together
- Make recommendations for future upgrades, maintain network and system security
- Troubleshoot problems reported by users and analyze and isolate issues
- Monitor networks to ensure security; evaluate and modify system's performance
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers; maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations; perform network address assignment
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Administer servers, laptop and desktop computers, printers, routers, switches, firewall,software deployment, security updates and patches

Organization :IFI Technosolutions Pvt Ltd
Period   : From 19 Oct 2020 to 5 Nov 2020
Designation   : IT Admin

Job Profile:
- Installing and configuring Software,hardware and networks
- Monitoring system performance and troubleshooting issues
- Ensuring security and efficiency of IT infrastructures
- Upgrade systems with new release and models
- Creating office 365 outlook accounts for users
- Maintain the company assets like laptops,headphone,wirless mouse
- Updating the dlink access points firmware.
- Maintain data of new joinee and resign users
- Managing the IT vendors

Organization :BLUBIRCH
Period   :From Aug 6, 2018 to 14 May 2020
Designation   :SENIOR -IT AUDIT

Job Profile:

- Responsible for the management and delivery of IT and business process audits to ensure business risks were recognized and appropriately managed before the company was adversely affected.
- Activities included scoping, budgeting, meeting with process owners, developing testing procedures, audit testing, reviewing staff work, conducting meetings to present deficiencies, writing final report and work papers sign off.
- Served as liaison to external auditors regarding internal IT audit issues and procedures.
- Communicated project status and results in both verbal and written settings to senior management.
- Prepared audit risk matrices, in addition to handling change management, IT security and asset management.
- Created Audit Issue Metrics reports and Travel and Expense (T&E) reports for senior management.
- Training to subordinate for testing and grading of IT product like desktop, laptop, think client.
- 80 percent travelling. Managing client Mumbai,pune ahemedbad location.

Organization :WIPRO Ltd
Period   :From January 11, 2017 to August 5, 2018
Designation   :Technical consultant (Microsoft sharepoint online)
Job Profile:
- Creating new site on sharepoint Set up public newsfeed on sharepoint
- Uploading files to onedrive
- Share documents through office 365
- Add an application from an organization from office 365 enterprise
- Creating documents library in office 365 enterprise

Organization:AQUESTRLO PVT LTD
Period:From January 01, 2013 to October 1, 2017
Designation:- TEAM LEADER

Job Profile:
- Managed lead and mentored staff of IT support specialist
- Establish goal and metrics in support of department goal to deliver exceptional customer support
- Ensured that staff has the necessary resources, training and leadership to perform their responsibilities
- Monitor team member participate to ensure the training they providing in being put into use and to see if any additional training needed
- Managed IT projects such as technology roll-outs, training system management tools and asset management improvement
- Create report to update the company on the team program
- Distribute report to the company on the team progress
- Co-ordinate meeting with manager regarding resources or issues delay in completing task
- Escalate issue which cannot be resolve by team
- Conducted scheduled meeting with manager and team to review previous week's statistics and forecast daily effort required

Organization:MAITREYEE IT SERVICES PVT LTD
Period   :From Jun 22, 2010 to December 27, 2012.
Designation: -TECHNICAL TEAM MEMBER

Job Profile:
- Performs tasks like assisting supervisors for developing and implementing streamlining policies in operations
- Responsible for preparing documents of operation statistical data and reports
- Interact with ibm service centre Lenovo regional manager & Lenovo country head
- Assigns tasks like monitoring and supervising a users complaint update all record daily sharing MIS report to client
- Monitored, tracked and resolved end-user issue
- Responsible for all Lenovo laptops hardware services& operating system issue
- Handling the 2500 users at client place
- Handling the first level of the escalation of the Lenovo India pvt ltd
- Provided ways to improve the services to business group
- Familiarity with helpdesk ticketing systems and machine imaging softwares
- Reduced downtime and resolution
- Ability to plan and manage IT project

Organization:SAHARA HOUSE PVT LTD.
Period   :From February 3, 2009 to March 31, 2010
Designation: - IT SUPPORT

Job Profile:
- Setup desktop computers and peripherals and test network connections.
- Install and test desktop software applications and internet browsers.
- Test computers to ensure proper functioning of computer systems
- Train end users on usage of computer hardware and software.
- Setup computers and install software for various applications and programs.
- Interact with staff on desktop problems and their resolution.
- Network and connect computers within organization to better communication.
- Order or buy computer systems and liaise with purchase and supplies department.
- Maintain computer peripherals devices like printers and resolve associated problems.

ACADEMIC BACKGROUND

MBA (Operation Management), Institute for Technology Management Southern New Hampshire University (USA) 2013.

BCOM, University of Mumbai 2009.

PROFESSIONAL MEMBERSHIPS/ ACCREDITATIONS

Computer Hardware & Networking from jetkingInfotrain ltd

Laptop Repairing from Government Institute of Printing Technology

English typing (speed 30 W.P.M) from Maharashtra State Council of Examination

Ethical hacking from Aptech Computer Education

SKILLS

Hardware skills- Assembling &Troubleshoot all type of computer, pos machine, laptop think client, ip pad and IBM server and printer, scanner, CCTV camera , switches cisco Linksys netgear etc router TP link, dlink etc.
Troubleshoot phone like Phone,Samsung,blackberry,lenevo, Sony, redimee, Oppo etc.
SAN, Server backup
Networking skills- Configuration router RIP, IGRP, OSPF, network Printer, wireless network,Sharing the computers, Active directory Service, file server, IIS, DNS. DHCP,firewall, vpn .
Operating system skills- Installing and Troubleshooting Window98/win XP/win vista/win7/win8/ win10/win2k3/win2k8 server/red hat ubuntu/apache Server,SQL Server enterprise.
Software skills - Microsoft office 365,Microsoftoutlook, Antivirus and Adobe Reader.

PERSONAL INFORMATION

Fathers' Name: Somanth. G. Katarnavare

Birth Date: 10 Augest1982

Hobbies   :   Chess

Languages know: English, Marathi & Hindi

Marital status: Single

Place: Navi Mumbai   Jay.S Katarnavare