**Name: XXXX**

**Permanent Address:**

xxxxxxxxxxx

xxxxxxxxxxxxxxxxxx

**Mobile:** 09xxxxxxxx

**Present Address:**

xxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxx

**Email**: XXX@inbox.com

**DOB:** 00 DDD 19XX

### Educational Skills

**B.A (Bachelor of Arts)** from Aligarh University, Uttar Pradesh in YYYY.

**ADCHNE (Advance Diploma in Computer Hardware and Network Engineering) in 2003** with **First Class** from IIHT (Indian Institute of Hardware Technology Gorakhpur, Uttar Pradesh.

**MCP (Microsoft Certified Professional) in 2003** from IIHT (Indian Institute of Hardware Technology Gorakhpur,

Uttar Pradesh.

### Awards Obtained

* **Best Chess Player of the Institute**

Awarded by IIHT Indian Institute Of Hardware Technology, Gorakhpur, Uttar Pradesh in 2002.

* **Best QUIZ contestant of the Year at District Level**

Awarded by ABVP Gopalganj Bihar in 1997

## PROFESSIONAL SUMMARY OF

# **NAME**

**Objective**

To obtain a vital role within the organization that enables me to provide the leadership to develop services that offer innovative solutions to complex business challenges while maintaining a positive learning curve.

**Experience: - 2 + years of IT Experience**

**GVK Biosciences Pvt. Ltd.**

* Database designing and testing of clinical database.
* SAS programming, developing and validating SAS programs.
* Enter and verify data in database records in a consistent and timely manner.
* Review filing systems in routine for key study documentation.
* Perform all functions all activities of related to Data Entry like First Pass and Second Pass Data Entry, Review of Data Entry, and Database update.
* Review daily and weekly data entry for errors and to verify the entered data.
* Maintaining filling of daily activities.
* Ensure the completion of all quality control measures necessary for the finalization and transfer of the database and related materials to the client.
* Extend comprehensive knowledge of the study protocol and other relevant study documentation.
* Communicating regularly with CDM team members to ensure database integrity and security.
* Perform other duties as assigned by management.

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**PC Solutions Pvt. Ltd. –**

Worked as a System Administrator (From June 2006- Jan 2007)

**Site: - GVK Biosciences Pvt. Ltd. and is responsible for**

* Following the IT Standard Operating Procedures.
* Installation and maintenance of Servers.
* Maintain & troubleshoot Hardware, Software and Network related problems.
* Assisting database programmer in designing and testing of clinical database.
* Assisting SAS programmers in developing and validating SAS programs.
* Desktop Administration including S/W / Printer / H/W Installation & its troubleshooting.
* Backup (Using VERITAS) & Network Administration.
* Backup & VPN Contivity Software Installation and troubleshooting for clients.
* Troubleshoot Mail related problems.
* Trend-Micro Anti-Virus Console Installation, Maintenance and Anti-Virus Patch Management.
* Preparing & Maintaining documentation of all IT related activities.
* Validation of servers.
* Provides IT Support & Services for DAVIX Management
* Server Room Temperature/Humidity Log Maintenance
* Vendor call Entry / Server Room Entry Log Maintenance
* Data Card Details / Laptop Booking Details
* Communication with Corporate Office for IT related issues (for Sponsors, Firewall, Exchange Server and for Servers)
* Printer/Toner/Vendors Details/Client Details maintenance
* Intranet (Website Maintenance)
* Data extraction from Oracle Server, Report generation and Data Listing using Base SAS and SAS Macro.

**V.Automat & Instruments Pvt. Ltd. –**

Worked as a System Administrator (June 2005 to June 2006) and

was responsible for --

* Installation, Maintenance and troubleshooting Computer Hardware & Software related problems.
* Website Updating
* Mail client configuration & maintenance
* Backup of mails & network administration

**SOFTWARE / TECHNICAL SKILLS**

* Base SAS
* SAS Macro
* Proc SQL
* Oracle Clinical 4.5.1
* Java
* C Language & C++ Language
* MS Access (Programming)
* HTML
* PowerPoint.
* MS word
* Windows 3.1/95/98/NT/2000/XP/2003
* Trend-Micro Anti-Virus 7.3
* VERITAS Backup Techniques

**TECHNICAL EXPOSURE**

* Trained On **Oracle Clinical 4.5.1.**
* Trained on **BASE SAS**
* Trained on All **Data Management SOP and Work Instructions.**
* Prepared SOPs for IT Infrastructures and Backup Procedures for GVK Biosciences Pvt. Ltd.
* Prepared SOPs and Guidelines related to data entry and data transfer

**STRENGTHS**

* Willing to take challenging jobs
* Time Management skill
* Job satisfaction is a major priority
* Sense of responsibility

##### Academic Projects and Papers

**Project work**

1. Successfully completed the Pilot Project of an International Client using SAS application and obtained project award for the company.
2. Worked on a Malaria Project as a SAS programmer
3. Worked on a Photo patch study as a SAS programmer
4. Worked on a cardiovascular study as a Database Programmer

**Presentation :** Given presentations on IT Infrastructure, Backup Procedures and Base SAS.

**Software Development :**

1. Made an application for Daily Servers Checklist which contains Free Space, Ping Status, and Antivirus-Patch update with date and time details. It also reflects Data Entered by and Verified by details. You can change User Password and create users for this application using this application. I have written guideline for this application.
2. Developed Web-Pages for helping CDM team members in their day to day activities.

##### Other Details

**Languages Proficient:** English, Hindi

**Hobbies:** Playing Chess, Cricket and Listening to Music.