Name: - Mohammed Ishtiyaque Shaikh.

Address: - New Nasheman Colony k/404 kausa mumbra.

Phone No: - 7506278040

Email ID: - shaikhistu9224@gmail.com

Summary:

Dynamic and detail-oriented professional with 2 years 3 Months of experience in system administration and expertise in SQL, Python, Tableau, Power BI and Excel. Proven ability to manage system infrastructure effectively while leveraging analytical and programming skills to optimize processes and drive business insights. Adept at troubleshooting and problem-solving, with a passion for continuous learning and professional growth.

Strength:

Adaptive, Good Behavior, Politeness, good communication.

Professional Experience:

1. **Hindustan computer & communication services** – Located in Andheri East
Dates of Employment is from June 2022 till Dec 2022 and working as client site **Spocto Private limited** located in Airoli as a **System Administrator level 1.**

   - Managed and maintained system infrastructure, ensuring smooth operation and optimal performance.
   - Provided technical support for hardware and software issues, troubleshooting and resolving issues promptly to minimize downtime.
   - Implemented security measures to safeguard system integrity and data confidentiality.
   - Collaborated with cross-functional teams to identify system requirements and implement solutions to meet business needs.
   - Manage Sophos central firewall.
   - MS outlook configuration, outlook backup & restore and troubleshooting.
   - Working on Ubuntu (Linux operating system) to build, implement, block USB port or mobile with Command.

2. **Wipro private limited** (Third party of **Vayam info tech pvt**) – Located in Airoli
Dates of Employment is from Dec 2022 and working as client site **Glenmark Pharmaceuticals** located in Taloja MIDC as a **System Administrator level 2.**

   - Managed and maintained system infrastructure, ensuring smooth operation and optimal performance.
   - Handle AMC client.
   - Provided technical support for hardware and software issues, troubleshooting and resolving issues promptly to minimize downtime.
   - Implemented security measures to safeguard system integrity and data confidentiality.
   - MS outlook configuration, outlook backup & restore and troubleshooting
   - Conducted regular system backups and disaster recovery planning to mitigate risks and ensure business continuity.

- Documented system configurations, procedures, and troubleshooting steps for knowledge sharing and training purposes.
- Managed and schedule data backup all user as well instrument connect to system.
- Managed two Backup platforms one is Commvault and other one is Veritas.
- Knowledge of Active Directory, creating user, deletion, resetting password.
- Handle three Domain for System, for Instrument and for PKD.
- Handle international users & troubleshooting.
- Checking System compliance.
- Checking system encryption with help of Sophos.
- Citrix login issue & troubleshooting.
- Local and Network printer configuration, troubleshooting.
- Managed Audit trail of IT instrument Dept. of QC as well as PKD.

Additional Skills:

- SQL for database management, querying, and data analysis.
- Python programming for automation, data manipulation, and scripting tasks.
- Skilled in Tableau for data visualization and creating interactive dashboards.
- Strong analytical and problem-solving abilities.
- Excellent communication and collaboration skills.
- Detail-oriented with a focus on quality and efficiency.
- Expert in Documentation.

Education:

Degree/Course	College/School	University/Board	Year of passing
Graduation (BSC IT)	Gyanodaya BSC IT college	Mumbai University	2022
HSC(science)	Dar-ul-Rehmat Trust's A. E. KALSEKAR DEGREE COLLEGE	Maharashtra state board of higher & secondary education	2019
SSC	Symbiosis convent high school	Maharashtra state board	2017

Hobbies:

Travelling, cricket and always ready to learn new skills.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(Mohammed Ishtiyaque)