CURRICULUM VITAE

**RANDHIR KUMAR**

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# Professional Abridgement

* IT Professional having 2 1 + years’ experience in the field of Information Technology.
* Expertise in **Hospital Management Information System (Miracle Web HIS browser based)** and managing and configuring Desktop Environment with Windows 11, 10, 7, Vista & Expand familiar in the Microsoft Windows Server 2016, 2012R2, 2008 & 2005 (standard/enterprise)
* An active team member, efficient in contributing towards common team goal and its success

# Career Contour

**Total Experience: 21 Years+**

**02 November, 2015 – Present Delhi Heart and Lung Institute (dhli), (NABH & NABL) - Manager IT**

# Key Deliverables

* Manages Windows network (125 users, 105 Workstations, printers, etc.) with Active Directory.
* Provide technical expertise and consultation in the implementation and administration of user access to computer facilities, as well as access controls to computer data files, system software, and application programs.
* Assign the job of IT asset management.
* Monitoring hardware and network complaints issues.
* Site verifications of installation of hardware, collecting installation reports and maintaining their records.
* **Firewall**: Fortinet 80 F: FG - 80F 8 x GE RJ45 ports, 2 x RJ45/SFP shared media WAN ports.

**For 100 users (Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application**

**Control, URL, DNS & Video Filtering, Antispam Service, and Forti Care Premium)**

* Responsible for talking approvals of all the new requirements.
* Installing and configure computer system, printer.
* Troubleshooting system, app and network problems, diagnose and solve replace parts as required.
* Preventive maintenance of desktops and laptops.
* Computer hardware assembling and troubleshooting.
* Configuration of Microsoft Windows Server 2019, 2016,2012R2, 2008R2, 2003 and clients OS windows XP & 7.
* Security administrative port security on switch and IP security on router via access list.
* Functional knowledge of database management Microsoft t SQL server on windows.
* Prepare monthly work status report and updating technology specific documents.
* Installed and configure DHCP client/server.
* Identify software and hardware problems and repair.
* Build new computers, perform data backup activity.
* Configure personal and network printers, webcams and other types of peripherals.
* Troubleshoot printers and scanners and manage consumables.
* Installing Seqrite 7.6 End point security (Quick Heal) for all systems in the network for virus Protection.
* Install user desktop assets and manage the cabling neatly and safely.
* Install and configure standard software (Office 365, VPN, Any Desk, drivers, Autodesk, Adobe).
* Configure and troubleshooting Email data transport (SMTP, POP3 and IMAP) & Microsoft Outlook.
* Perform regular maintenance on hardware and software components.
* Installing and configuring CCTV Camera and their Monitoring.
* Preparing meeting room and devices for meeting and video conference over Zoom , Team Meet and Cisco Webex.
* Communicate effectively with end users and customer management.
* Support different types of device and platforms (Windows, Mac, Tablets, Mobile Phones)
* Identify and classify incident types and service interruptions to build the knowledge system
* Vendor co-ordination on hardware, software and product support
* Documentation of all the work done using Excel and Ms Word.

**July, 2013 – 3 1 st O c t o b e r , 2015** Bansal Hospital with Akhil Systems Pvt.Ltd **(Delhi) Manager IT**

# Key Deliverables

* Manages Windows network, users, Workstations, printers, etc.
* Installing Trend Micro Antivirus in network system for virus protection.
* Designs, administrates, and supports systems, networks, and application infrastructure (e.g., LAN, global email systems, etc.)
* Installing Patches & Updates for OS and Upgrade Hardware.
* Handle daily technical support activities on Hardware/desktop, Laptop, Printer, Scanner and data network.
* Setup desktop, Laptop, Printer, Scanner and peripherals and test network connections.
* Configure and troubleshooting Email data transport (SMTP, POP3 and IMAP) & Microsoft Outlook.
* Identify and troubleshoot software and hardware incidents.
* Address and escalate incidents to upper-level support team.
* Installation of OS like: Windows 2008, Window 7, Windows xp and their network appliances.
* Check Hardware and Software performances.
* Communicate performance and activity report to user on weekly basis required technical skills.
* Hardware and software troubleshooting and problem-solving abilities.
* Installation, support &troubleshooting of local and Network printers.

**18th January 2012, – 23rd July, 2013 Moolchand Hospital (DELHI) – Assistant Manager for HMS+**

# Functional

* Analyzing User’s problems and resolve them.
* Extending post go-live and application maintenance support to the User’s & various Department.
* (Write Query, Stored Procedure, Views, Triggers, Cursor, and Function & Modify Seagate Crystal Reports**.)**
* Research current and potential resources and services.
* Managing the Company Website and updating it regularly
* Managing all the IT related instruments, Computers and functions of the Institute
* Managing the manpower of IT Department
* Updating the HMS and other software’s of company.
* Taking quotations, dealing with IT Vendors and suggesting the Management regarding software and hardware purchase/ updation.
* Server maintenance for proper functioning of HMS software.
* Disaster recovery planning for IT department.
* Upraise the management a, bout various techniques for cost saving.

**November 2006, – January, 2012 G.M.Modi Hospital (DELHI) – Sr.EDP Executive for HMS+**

## Project Executed

Title : **Miracle HIS+ (HOSPITAL Information System)**

Module Name : Registration, Appointment, Opd Management, Ipd management, Ip Billing & Cash, laboratory, Inventory (Medical & Non-Medical), Lab Interface, Software Management, Hr/ Payroll, Financial Accounting, Doctor Accounting, EMR, Diet Module, Discharge Summary, Mis, Diagnostic)

**March 2002, – October, 2006 Apollo Millennium Hospital, Pusa Road, Karol (DELHI) – Sr.EDP Executive**

***Project Executed***

Title : **HMS+ (HOSPITAL MANAGEMENT SYSTEM)**

Synopsis : HMS is a desktop application delivering total Health care solutions for Hospitals, Nursing Homes, Diagnostic Centers and Pharmacy Shops.

Academic Qualifications

* 10th from Bihar Examination Board, Patna
* 10+2th (Science) from Bihar Intermediate Education Council, Patna
* B.Sc. (Chemistry Hons), 1999 from J P University Chhapra, Bihar

# Professional Educations

* Advance Diploma in Computer Hardware & LAN Engineering in Year 2000 from Jetking Karol Bagh Centre, New Delhi.
* Internet & Website Design from Hindu College, New Delhi
* MS SQL Server 2000 Program from F-Tec Malviya Nagar Centre, New Delhi.
* Short term Vb.net Technology Program from F-Tec Malviya Nagar Centre, New Delhi.

# Personal Vitae

Father’s Name **: Shri. Raghubir Singh**

Address **:** Village: Gohapur

PS- Gautam Buddh Nagar-Tarwara) District- Siwan (Bihar)

Pin Code: 841238

Sex **:** Male

Date of Birth **:** 30th July 1977

Marital Status **:** Married

Nationality **:** Indian

Language **:** English, Hindi, Bhojpuri

Notice Period **:** Two (2) Months

**Gross Salary : Rs.62124 / Month**

**(Sixty-Two Thousand One Hundred Twenty-Four Rupees / Month)**

## Passport Details

Passport **:** Yes

# Declaration

I hereby declare that all information provided above is true to the best of my knowledge and belief.

Date:

Place: New Delhi Randhir Kumar