

Looking for Opportunity in SYSTEM ADMINISTRATION

Seeking challenging assignments with reputed organization recognizing my true potential and providing sufficient avenues for professional growth nurturing technical skills and competencies across System Administration

PROFILE

- ⇒ Dynamic and result oriented IT Professional with 12+ **years** experience in planning, design, installation and configuration of IT networks, technical support, maintenance and troubleshooting, network user management and facilities management on multiple platforms.
- ⇒ Extensive exposure of handling administration, installation, and support of client/server hardware, software, peripherals, and networked systems for MS Windows, Windows Vista & Linux Operating Systems.
- ⇒ Good knowledge of networking concepts and Configuration of Linux
- ⇒ Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources
- ⇒ Worked in different E-Governance Project like Transport Department (RTO), UIDAI, RGVP Student Smart Cards and Biometric Devices etc.

CORE COMPETENCIES

- ⇒ System Administration
- ⇒ Network Administration
- ⇒ Hardware / Software Implementation & Maintenance
- ⇒ Technical Troubleshooting
- ⇒ Server Management & Maintenance
- ⇒ Remote Support Management

TECHNICAL SKILLS

- | | |
|---------------------------|---|
| Linux Skills: | <ul style="list-style-type: none">▪ Apache Web Server, Samba Server for Sharing Files/Folders, SVN Server, DHCP Server, VPN (PPTP and L2TP/IPsec) Server, NFS Server, Internet Gateway Server, Basics in NIS Server, DNS Server, FTP Server, Postfix, Dovecot, Squirrel Mail Server, Roundcube Mail Server. |
| Operating Systems: | <ul style="list-style-type: none">▪ Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows Server 2000 and 2003 and Ubuntu |
| Disk Management: | <ul style="list-style-type: none">▪ RAID (0 and 1) Software and Hardware, Create & Resize Partitions in Linux/Windows,▪ Implementing User Quota, Disk Quota and File Quota |
| Monitoring: | <ul style="list-style-type: none">▪ Create & Manage User accounts.▪ Performance monitoring and resource utilization like CPU, Memory and Internet Bandwidth▪ Hardware upgrade and Operating Systems |

- Provides technical support for operating systems and associated software.

Security:

- Backup – tar, zip, unzip, NAS, IP Tables firewall, CCTV Cameras.

PROFESSIONAL EXPERIENCE

MAPPD SYSTEMS PVT LTD Delhi

www.mappdsystems.com

Support: Ubuntu/Windows

Duties and Responsibilities

Application Support Engineer

(April 2021 to August 2021)

- Responsible to manage Design and deploy company LANs, wireless networks, including servers, Workstations, Printers, Scanners, switches, UPSs, and other hardware.
- Responsible to manage Install and maintain LAN and WAN, anti-virus, spam and other technological backups.
- Responsible to manage supervise survey and ensure hardware and software upgradation process.
- Responsible to manage collaborate and implement all network software and hardware upgradation.
- Responsible to manage all communication between suppliers and projects.
- Managing local area networks, installing and maintaining wi-fi routers, generating email addresses, and creating passwords and backups.
- Responsible to manage perform and test routine system backups and restores.
- Responsible to manage server asset management, including maintenance of server component inventory and related documentation and technical specifications information.
- Responsible to manage recommend, schedule, and perform software and hardware upgrades, patches and reconfigurations.
- Responsible to manage the physical environment of the server racks including cable management, documentation, labeling, and configuration of KVM switching for console and remote access.
- Responsible to manage for creating new user accounts for new employees and removing the accounts of ex-employees also responsible to manage for recovering lost passwords and keeping user data secure also to help non-IT employees with any technical issues.
- Scheduling maintenance for IT equipment
- Managing equipment users and usability
- Maintaining and renewing software licenses
- Planning for the disposal or replacement of IT assets
- Effectively plan development and upgrade procedure for software, hardware and other IT equipment.
- Collaborate with other teams and departments.
- Solely responsible for the management of assets and inventory, and maintenance scheduling and repairs.
- Oversee the implementation and on boarding of new software and hardware solutions.
- Monitoring the roll-out of new software applications to ensure there are no problems.
- Troubleshooting and resolving any problems with business application software.

Adroit Business Solutions (P) Ltd Noida (U.P.)

www.adroit-inc.com

Support: Ubuntu/Windows/Mac

Duties and Responsibilities

Linux System Admin

(January 2012 to March 2020)

- Managed Physical server with Ubuntu 12.04 LTS Operating Systems
- Functions as the primary Systems Administrator for Ubuntu systems and servers.
- Managed servers, workstations, computers, laptops, printers, switches and existing network applications
- Installed, maintained and provisioned current systems network and related frameworks
- Rebuilt new hardware and reconfigured hardware, peripherals, settings and directories according to standards and operational requirements
- Performed daily audit on all systems, frameworks, hardware and server resources
- Reviewed server and application logs
- Configures new servers, programs and applications
- Oversees file server utilization
- Conducted daily system health checks

- Managing File Systems, Partitions on disk.
- Raid Configuration and creating disk partitions.
- Create and Manage User Accounts.
- Troubleshooting the network and boot problems.
- Configuration of remote application SSH, SCP.
- Configuration and Troubleshooting NFS Server, NFS related issues.
- Configuration and Maintaining FTP Server.
- Configuration and Maintaining DHCP Server.
- Creating Share drives using SMB.
- Performed daily Monitoring Internet Bandwidth.
- Collaborates with Systems Team to create and update security audit measures for all systems
- Diagnosed and resolved all technical issues related to hardware, software and operating system.
- Installed, Configure and Troubleshooting of VPN (PPTP and L2TP/IPsec) Server.
- SVN Setup, Configure, Troubleshooting, Backup and Restore etc.
- Supported all LAN, Wi-Fi Router, Access Point and other networking systems
- Installed iptables firewall on Ubuntu to more effectively manage NAT rules and packet filtering
- Perform Setup and installation of Harvester JobDiva Server for IT Recruiter.
- Perform Setup and installation of Magic Jack Device's for US Calling.
- Create and Manage All User Email id, Mailing Aliases and forwarder on Adroit Gmail server (Google & Bluehost web hosting server).
- Managed Inventory of all hardware related on manually and Web Portal
- Configuring IP Addressing & Subnetting
- Assembling & Maintenance of Computer.
- Configuration and installation of projector with Laptop and desktop
- Configure & Troubleshooting of MS Outlook 2007, 2010 and 2013 Outlook express and Thunderbird.
- Monitoring, Backup and troubleshooting CCTV cameras

Smart Chip Limited/ Syscom Corporation –A Morpho Company –Jabalpur, (M.P.)

www.idemia.com

(April 2007 to October 2011)

Support: Windows base

Duties and Responsibilities Technical Team Lead

Projects- Unique Identification Authority of India (UIDAI) (October 2010 to October 2011)

- Provide support to Central and State Government Schemes for Aadhaar Enabled Applications (AEA) and perform functions including.
- Reporting to Sr. Manager (IT) and Technical Support Executives team reporting to me.
- Provides technical support to users for both enrollment & authentication process.
- Responsible for providing training to different users on authentication & enrollment process
- Ensure standardization of the data elements, collation and correlation of the databases, collection of additional data fields.
- Management and Supervision
- Monitors team's calls to ensure that calls will be closed within the time-frame.
- I handled 65 Enrollment centers and provides or arranges support for all kind of technical issues.
- All technical team of Enrollment center reporting & coordinating me.
- Installation and configuration all laptops, Camera, Iris Scanner, Fingerprint Scanner for Aadhaar Enrollment center and registered all laptops from UIDAI server.
- Timely updating patch and framework of Aadhaar enrollment software on all enrollment centers
- Collection the data (Enrollment Packet and Register Packet) , collection the enrollment data sheet from all enrollment centers and verification all data and dispatch to Noida Head office for data uploading on UIDAI server
- Arranges monthly review meetings to identifying the problems and discuss new ideas to improve our services.

Technical Support Executive (April 2007 to September 2010)

Projects- Madhya Pradesh Transport System (MPTS)

- Transport Department: Implementation of sites Installation & support of Smart Card Centers at districts of

- MP. Server client environment with DC in 2K3 and 2K servers and WinXP clients.
- I handled 9 centers in different location of Jabalpur Region (M.P), 9 servers and 150 workstation
- Installation and Configuration of all-important applications by remotely and telephonic
- Responsible for 9 databases IBM-DB2 server with real time recovery and Backup Management.
- Provides backend support for record level problems for operator fault, client requirement or Application bug.
- Technical support to 9 RTO offices by Telephone or routine Visit Jabalpur Region related Hardware, Networking and Software problems.
- Responsible for System, Server, Networking, Printers, Scanners, WiFi router, Network switches, Webcam, Biometric devices and other peripherals issues of my territory.
- Responsible to provided Backend database record correction Support for operator fault and application bug on real time.
- Assembling & Maintenance of Computer.
- Installation & Maintenance of HCL Xeon Server & HP ProLiant ML350 & ML110 G5 Server
- Database Connection (DB2), Database Restore, Database Backup, and troubleshooting etc.
- Installation of RAID (0 and 1) hardware based in HP ProLiant ML350 server
- Configuration and installation of projectors with Laptops and desktops
- Networking cabling (CAT-5 and 6) Patch Cable, Crosse Cable, Serial Cable with RJ- 45 Connectors, IP Configuration, Punching, Switch & Network Card Installation.
- Provided Software training to government officials.

EDUCATION & PROFESSIONAL DEVELOPMENT

- B.Com. 2004 Jiwaji University, Gwalior, (M.P.)
- Passed Senior Secondary Exam from M.P Board
- Passed Matriculation Exam from M.P. Board

PROFESSIONAL CERTIFICATIONS

- Linux Administrator**, Ducat Ghaziabad (U.P.), 2012
- MCSA (Microsoft Certified System Administrator)**, CMS Institute Indore (M.P.)
Microsoft Certification ID- 6116489
Candidate ID-SR3301045
Exam 070-270 (17th March 2008)
Exam 070-290 (20th March 2008)
Exam 070-284 (05th August 2010)
Exam 070-291 (28th July 2010)
- CMS-Certified Network Specialist in A+, N+, CCNA, MCSA, and Linux** CMS Institute Indore (M.P.), 2007
- A+ Certificate in Computer Hardware**, Techno Campus, Gwalior (M.P.), 2002

PERSONAL DETAILS

Father Name: Late Mr. Anoop Kumar Raizada
Date of birth: 22nd Mar. 1983
Languages: Hindi, English

(I solemnly promise you that the above mentioned details are true to the best of my knowledge.)

Date: / /

Place:

Saurabh Raizada