Sivan Rajendiran

IT Assistant Manager(Team Lead Sothern Region) at Mydin Mohamed Holdings Bhd

(+60) 0162406051 | siva2283@gmail.com | 30 years old | AYER KEROH, Melaka

Experience	9 years
Previous	IT Executive Syntronixs Asia SDN BHD
Education	UNITAR Bach Degree, Computer Science/ IT (2009)
Nationality	Malaysia

Experience

Jan 2013 - Present
(1 year 3 months)

IT Assistant Manager(Team Lead Sothern Region)
Mydin Mohamed Holdings Bhd | Melaka, Malaysia

Monthly Salary   MYR 3,700

Main Job Scope

- Provide 3rd level   technical and application support to southern region branches.
- Ensuring the smooth running of all ICT systems, including anti-virus software, print services and email provision.
- Mentoring and training new IT support staff
- Proactively monitor the health and performance of the Application and AD server.
- present southern branches IT issue in monthly basis to IT director.
- Oversee servicing of a range of equipment from workstations to servers to networks.
- Involved in branch opening and new system deployment/migration.
- Develop requirements, outlines, budgets, and schedulers for information technology projects.
- Ensure project is completed within budget and on time.
- Prepare proposals
- Resolves and escalates issues in a timely fashion.
- Manages the purchasing of all   hardware and other IT supplies at the regional level.
- Utilize in-depth technical knowledge and business requirements to design and implement secure solutions to meet customer / client needs while protecting the corporation's assets.
- Builds and maintains vendor relationships and manages the purchase of hardware and software products
- Manage team of consultants and Technical.
- Involved in auditing technical operation in branches.
- Support the installation, configuration, security, and maintainance of all server, software, and IT Equipment
- Perform administrative tasks pertaining to the end-user environment, application, roaming profiles, AD policies.
- Basic troubleshooting on CITRIX platform
- Networking troubleshooting(switches,Gateway,Routers,VLAN)
- Sharepoint application support and maintenance.

Apr 2010 - Dec 2012
(2 years 8 months)

IT Executive
Syntronixs Asia SDN BHD

Monthly Salary   MYR 3,500

-To deliver the configured machine to the user, connect to the network and ensure that the user is satisfied with the service provided.
-To provide the user with basic training to utilize the PC or operations equipment and avoid future

problems.
-To respond with the appropriate degree of urgency to problems and requests from the Help Desk for user support.
-To respond to requests for equipment set up for meetings and presentations.
-To provide support for Windows based servers plus some centrally hosted applications such as electronic mail when appropriate.
-To provide PC and peripheral set up support to country projects with an IS element.
-To maintain hardware and resolve problems either through personal action or by organising resolution through a third party.
-To set up personal computer for both hardware and authorized software.
-To ensure the functionality and accessibility of all shared peripherals such as printers and plotters.
-To install and update all anti virus software.
-To provide technical support for the country intranet server, proxy server and email server plus any other server providing shared services
-Maintain Email server(Mdeamon)
-Active directory(AD)
-To maintein file server

| Jun 2006 - Feb 2010 (3 years 8 months) | **IT Technical Specialist(CIM/AUTOMATION)** ST MicroEloctronic |

Monthly Salary   SGD 1,800

Key Responsibilities   :
•To provide first level of CIM and IT support to production shop-floor and computer operation activities.
. Log all the activities in remedy
•Trouble shoots and resolves CIM issues.
•Monitor CIM system and server performance.
•Perform daily, weekly and monthly system backup.
•Setup, install and admin terminal server, Fab PC and other network equipments.
•Develop equipment cell controller to link equipment to host computer.
•Install specified applications software to the office PC.

Specific roles:
•Define communication specifications of wafer processing equipment to all equipment vendors to the module
•Test, verify, and accept communication capability of equipment selected for CIM automation
•Test cell controller to link equipment to host via SECS/GEM/HSMS protocol to eliminate the human error and automate the entire equipment operation scenario
•Install, patch, upgrade, enhance, integrate, support, troubleshoot & resolve Engineering Applications related problems encountered and reported.

| Apr 2005 - Sep 2006 (1 year 5 months) | **QA Technician** TAKATA CPI |

Monthly Salary   SGD 1,200

-Visual Inspection on finished and semi finished products.
 -Test the finished product   with customized testing equipment
 -In charge for QA team

Education

| 2009 | **UNITAR** Bachelor's Degree in Computer Science/Information Technology | Malaysia |

Major   Information System

Grade	Grade B/2nd Class Upper	

2004

NIIT(National Institute of Information Technology)
Diploma in Computer Science/Information Technology | Malaysia

Major	Software Engineering	
Grade	Grade B/2nd Class Upper	

Skills

Intermediate	Automation, SECS,SECSII,SEMI,GEM, Sharepoint, Network Configuration, LAN Networking, UNIX, People Management

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Relevant Certificates
Bahasa Malaysia	9	9	-
English	9	9	-
Tamil	9	9	-

Jobstreet English Language Assessment (JELA)
Date Taken	8 Feb 2010
Score	24/40

Additional Info

Expected Salary	MYR 4,300
Preferred Work Location	Melaka, Negeri Sembilan, Kuala Lumpur

Other Information
Carrier Objective
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Giving a full commitment in my carrier to achieve a high position and being establish information Technology employee. Get full of work and experience in computer hardware, software and networking . To involve and have a responsibility in a big and more challenging work. Always up to date and meet the dateline to develop and perform and excellent job for the company.

Personal Quality
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Good working attitude, willing to learn new working environmetn and commit wit new working environment. Able to work as team and able to take up the challenge of engaging in the entire hardware, network and software development process. Have experience in updating, analysis, testing , implementetion,maintenance and documentation. Good logical, analytical, problem solving and software development skills.

About Me

Gender	Male

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