

**ASHOK KUMAR S**

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**Professional Summary:**

Having around 10+ years of experience as EDP Manager in Hardware Networking, Troubleshooting, System Maintenance, OS Installation. Thereby I cherish my professional growth and personal satisfaction.

**Essential Duties and Responsibilities:**

- Good Knowledge on Current Hardware, Software, Networking and Communication in IT
- Procure/maintenance of IT Infrastructures (Servers-7, PCs-225, Laptops-25, Printers-100, Projectors-5)
- Good negotiation skill for cost saving
- Maintaining seamless inter/intra Network Connectivity (RF-3 Locations, MPLS- 6 locations) between HO and Factories.
- Taking care of Internet facility (5 ISPs) at Corporate Office and 9 Factories.
- Taking care of Internet facility to all roaming users through Data card (15 Nos.).
- IT– Budget preparation & submit to management for approval
- Finalize and coordinating with service providers and conduct periodic reviews
- Software Procurement & AMC
- Taking care of License Compliance (OS, MS Office, Design Software, Mail, ORACLE and ERP)
- Taking care of Hardware and Software AMC.
- Taking care of Server maintenance and backup.
- Taking care of CCTV camera maintenance and backup.
- Taking care of Biometric Fingerprint Based Time & Attendance System Machine.
- New product evaluation / Meeting & Demo arrangements.
- Interaction with Top Management for new requirements.
- Firewall and Data Center Monitoring.
- Taking care of Video/Audio Conferencing facilities.
- Periodic visits to plants and ensure connectivity and discuss with IT coordinators.
- Taking care of IT technical team recruitment.
- Participating in MRM meetings on IT requirement.

## Experience Summary:

Company : **Wiintrack Exports Tiruppur.**

Position held : **System Administrator EDP**

Period : January 2018 to Till Date

Operating System : MS Dos Windows 98, XP, Windows 7, Windows 8 and Windows 10,

Server : Windows 2016\_R2 Domain Server Users Server.

Packages : MS-Office, Backup NAS, ERP, ORACLE.

Responsibilities : Hardware/Network admin – IT, Server Maintenance & Networking & Server & Backups & CCTV & Backups/Maintenance.

Company : **Craftsman Automation Pvt.Ltd.** Coimbatore, Pithampur & Faridabad.

Position held : **System Administrator**

Period : January 2012 to October 2018,

Operating System : MS Dos Windows 98, XP, Windows 7, Windows 8 and Windows 10,

Server : Windows NT 5.0, Windows 2003 Server & Windows2008\_R2 Server & Windows 2012\_R2 Domain Server Users Server.

Packages : MS-Office, Auto CAD, Solid Works, Backup NAS, ERP, ORACLE.

Responsibilities : Hardware/Network admin – IT, Server Maintenance & Networking & Server & Backups & CCTV & Backups/Maintenance.

Company : **BACKTRACK BACKGROUND. Contracting & trading .Co.**  
**W.L.L, Doha-Qatar.**

Position held : **System Administrator.**

Period : March 2010 to December 2012,

Responsibilities : Hardware/Networking, Troubleshooting & Server Maintenances.

Operating System : MS Windows 98, XP, Windows 7,

Server : Windows 2003 Server,

Packages : MS-Office, Excel, Adobe Photoshop CS.

Company : **IBP Co. LIMITED (An Indian Oil Group Company)**  
**BEHALF OF SOFT BANKK MICRO SYSTEMS (P) LTD. CHENNAI.**

Position held : **System Administrator**

Period : November 2006 to 2009.December.

Operating System : MS Windows 98, XP, Windows 7, Server  
: Windows 2003 Server,

Responsibilities : Hardware & Networking, Trouble Shooting & Server Maintenance.

### **Experience Summary:**

Company	: <b>SISI – CMTES, A.S.Rao Nagar, Hyderabad – 500 062.</b>
Position held	: <b>Technical supervisor</b>
Period	: 2001 April to October 2006
Operating System	: MS Windows 98,XP,Windows Vista,Linux.
Server	: Windows 2002 Server,
Responsibilities	: Hardware & Networking, Trouble Shooting

### **Certification:**

❖ MCTS : Windows server 2008 Active Directory Configuration
❖ MCTS : Windows server 2008 Network Infrastructure Configuration
❖ MCITP : Server Administrator

### **Academic profile:**

<b>S.No</b>	<b>Qualification</b>	<b>Institution</b>
1	B.Com	Kalinga University, Raipur, Chattisgarh.
2	Diploma in Network Eng.,	SISI Govt. India.
3	SSLC	Govt. Boys High School, Chinnasalem, TN.
4	Languages known	English, Tamil, Hindi and Telungu.

**Personal Information:**

Name	S. Ashok Kumar
Passport No.	M 5673455 (15/01/2025)

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Signature,

Date:

**(S.ASHOK KUMAR)**