
V. Padmanabhan

Cell 776-089-5406

New No 10, Old No.41,
5th Lane,
Indira Nagar
Adyar
Chennai - 600020

padhuv23@gmail.com

Professional Profile

- Strong communication skills, both written and verbal; including very good listening skills
- Excellent Analytical, Communication, time management and Leadership Skills
- Extensive documentation experience.
- Successful technical team member.
- Startup Azure Administrator
- Extensive experience in installation, administration and networking in various environments.
- Thorough knowledge of ; Windows XP; Windows Server 2003; Windows Server 2008; DOS; TCP/IP .
- Good working knowledge of Active Directory, Managing Active Directory users and Computers (User ID creation, Password resetting, Folder access)
- Linux administer and systems engineer to maintain system services and performance

Operating Systems:

Windows XP, Windows 7; Windows 8, Windows 10., Linux(RHEL 5/6),; Ubuntu

Microsoft Servers:

Windows Server 2003; Windows Server 2008

Software:

Microsoft Azure, Active Directory, MS Office 2007; MS Office 2003/XP; Norton Utilities; McAfee; WinZip; Veritas; DameWare Mini Remote Console; Email (Microsoft Outlook); Oracle and many others.

Hardware:

Dell, HP, IBM x86 Servers and others.

Virtualization:

VMware.

Networking:

TCP/IP; Routers; Switches; Modems and Hubs.

Professional Accomplishments

- **Diploma in Hardware and Networking.**
- **MCP** Microsoft Certified Professional.
- **Completed Microsoft Azure for Beginners Course**
- **Pursuing Microsoft Azure Administrator – Full Course**

Education

B. Sc Physics

University of Chennai, India

Professional Experience

Express Publications Ltd,
Ambattur Industrial Estate, Chennai, India
Deputy Manager--IT
July 2010 to till date

- Manage a team of Assistant Engineers.
- Issue / Incident Management and monitoring
- Perform cost management and purchase order management tasks
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Plan, develop and implement the IT budget and obtain competitive prices from suppliers to ensure cost-effectiveness
- Organize the purchase of hardware and software
- Coordinate all vendor management tasks inclusive of working with external vendors.
- Build and manage vendor relationships - manage supplier/partner contracts, manage day-to-day relationships, negotiate marketing funds and first costs, and drive brand selection.
- Manage crisis situations, which may involve complex technical hardware or software problems
- Mentor and train new IT support staff
- Liaise with other managers regarding system requirements
- Plan, strategize and implement action to meet specific system requirements.
- Ensure that maintenance and support tasks are completed in a timely manner
- Analyze use of in house resources and determine if consultant's proposals for new application development is needed.
- Suggest options on software availability for development of new application systems.
- Maintaining Disk space, Partitions and Quotas.
- Reviewing system log files for errors.
- File modifications, changing file permissions, ownership and groups.
- Prepare Weekly, Monthly reports and send it to corporate office.
- Prepare checklist for team.
- Ensuring that the network infrastructure is up and running.
- Monitoring file transfers between down centers through in all Linux servers.
- Performing backups and restoring of data.
- Answering technical queries and dealing with often frustrated users.
- Monitor routine maintenance in all workstations
- Participate in complete system builds, upgrades, migrations, software upgrades and patch management.
- Implement security policy and virus protection.
- Prepare and maintained documentation of technologies, standards and procedures.
- Performing routine audits of systems and software.

Technical Environment – Windows XP; Windows 7, Windows 10, Windows 11, Office 2007, Office 2010, Office 365, Windows Server 2003; Windows Server 2008, Redhat Linux 5 and 6 Servers.

Episource India Private Ltd.
R.A.Puram, Chennai, India
System Administrator
Sep 2009 to Apr 2010

- Performing Windows Patching in all servers and workstations.
- Trouble shooting all Microsoft Windows XP related issues in client machines.
- Managing and Monitoring Kaspersky antivirus Console for all servers and workstations with latest Definition updates
- Managing and Troubleshooting Group Policy related issues.
- Resolving User related queries and hardware related issues in Desktop Computers.
- Installation of O/S & Application – XP in Client Machines
- Resolving queries related to the user's desktop applications
- Good working knowledge of Active Directory Services
- Take back up of all User data, Production Data, Mail Data using Native NT Backup and SQL Server backup.
- Downloading and Uploading data for Process from Client FTP
- FTP server configuration and testing.
- Updating all important ISMS and ISO related documents.

Technical Environment – Windows XP; Windows 7, Office 2007, Windows Server 2003; Windows Server 2008.

Perot Systems India Private Ltd,
Ambathur, Chennai, India
Windows Support Engineer

Feb 2004 to Sep 2009

- Monitoring of the servers for 100% uptime with Nagios and Cacti
- Managing and troubleshooting Operating System related issues in Windows XP Client machines.
- Periodically Checking for Symantec Antivirus Corporate Edition updates in all Windows Servers and Systems on Daily Basis.
- Managing and Monitoring BSNL, Reliance, and BTNL Lease line connectivity through Cisco Router.
- Installing and Troubleshooting Client software's like Citrix, Socks cap through SMS server client applications.
- Create new user accounts
- Disable user accounts for xstaff (Remove Password)
- Password reset service
- Creating and routing of tickets related to Active Directory issues
- Add user domain account to workstation
- Managing Active Directory users and Computers (User ID creation, Password resetting, Folder access)
- Periodically Checking for Symantec Antivirus updates in all Servers and Systems on Daily Basis.
- Resolving User related queries and hardware related issues in Desktop Computers.
- Installation of O/S & Application – XP in Client Machines

Technical Environment – Windows XP; Office 2007, Windows Server 2003..

I2I Enterprises Private Ltd.
Nungambakkam, Chennai, India
Customer Support Executive

October 2003 to Feb 2004

- Support Customers by Inbound calls in various consumer products (Siemens, LG, and IFB).
- Provide technical support to the Customers (Hathway Internet Services).
- Support Customers in Credit Card Division (American Express, Standard Chartered).

Vetri Software (A Lason Company)
Nungambakkam, Chennai, India
Quality Analyst

May 2000 to Oct 2003

- Check the Quality of the Documents based on Sampling.
- Prepare Error Report based on the types of Error.
- Error Analysis.
- Conduct Weekly Quality Meeting

PERSONAL DETAILS

Date of Birth : 23-Sep-1976

Father's Name : R. Venkatesan

Father's Occupation : Retired Photo Technician, University of Chennai.

Languages Known : English, Telugu and Tamil

Nationality : Indian

Passport Num : N3837127

Current CTC Drawn: 4.8 Lakhs per annum including incentives and travel allowances

DECLARATION

I hereby declare that the details furnished above are correct and to the best of my knowledge

(V. PADMANABHAN)