BURRI VENKATA RAVI
B.Tech. [Computer science Engineering]

Address for Communication:
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Academic Profile:

Course	Institute	Board/University	Period	%age
B.Tech (Computer Science Engg).	M.V.R college of ENGG&TECH, PRITALA, VIJAYAWADA (rural)	ACHARYA NAGARJUNA UNIVERSITY	2009-13	69 %
Intermediate	GOWTHAM JUNIOR COLLEGE	BOARD OF INTERMEDIATE	2007-09	72.60%
SSC	SRI VIJAYA PUBLIC SCHOOL	SSC	2006-07	69.5%

TECHNICAL PROFILE:

- **LINUX server Admin**

- **Networking**

- **SQL Server 2012**

- **HTMS,CSS**

- **WEBMAIL,OUT LOOK**

Summary of experience:

- Worked as a **SYSTAM ADMIN** in **KALANJALI ARTS &CRAFTS** (**RAMOJI GROUPS**) 2014 to 2018.

- Present working as a **EDP INCHARGE** IN **Lalithaa Jewellery Pvt Ltd**, from 2018 to till now

ROLES & RESPONSIBILITIES:

IN KALANJALI ARTS AND CRAFTS

- Maintain network and system security.

- Installing new system, upgradation of systems in various department.

- Creating user login and giving particular options

- Daily sending the date through on server to our main branch

- Securities like Anti Virus, Internet Security and responsible for firewall etc.

- Perform the daily backup operations.

- Restore the data for user whenever required.

- Monitor networks to ensure security and availability to specific users..

- Managing all server data like new reports creation and other timely reports.

- Support LANs, WANs, IP Routing ,network segments, Internet, systems.

- Printing of reports on Line Printer through networking.

- Fill the requirement of stationary, printer cartridge and all consumable.

- Monthly backup of Tapes / External Hard Drives.

- Photocopy machines, scanners, fax machines and PSC printers, laser printer, Dot Matrix Printer, Line printers all are come under the Department.

- Training to the user about the server/systems.

- Repair and reinstall the old systems and if not possible in company then make returnable gate pass and send them to the vendor for repair.

ROLES & RESPONSIBILITIES :

IN LALITHAA JEWELLERY PVT .LTD

- Daily stock tally and stock data transfer to H.O and Maintain data in our systems

- Daily transaction like about stock , purchase , scheme maintain and sending

- Wrong entry's modified in our own software

- .EXE file Updating in our systems & .DLL file updating

- New Stock data Receiving from H.O through the server and any damage stock data send to H.O

- Commutation with the other branches due to scheme closing process

- Network and printer issue solved

- Daily taking the Backup & posting the data through on server and tally the stock

- Taking back date access with the H.O due to any modification

Other Qualification:

1. Doing HRMS work link staff attendance details

2. Choosing the new employees joining formalities

3. Processing payroll, which includes ensuring vacation and sick time are tracked in the system
4. Updating and maintaining employee benefits, employment status, and similar records
5. Performing payroll and benefits audits and recommending any correction action
6. Maintaining current HR files and data base
7. Filling the PF & ESIC forms (along with family photographs)of those who are eligible.

Personal Profile:

Date of Birth   : 04/04/1992

Marital Status   : Unmarried

Languages Known   : Telugu, English, Hindi

Present Address   : Vijayawada

Declaration:

I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE: (b.v.ravi)