AMAR CHOLKER

IT LIMS Administrator Professional

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✉ amarcholker@gmail.com

in https://www.linkedin.com/in/amarcholker/

WORK EXPERIENCE
4 Years

AGE
25

ABOUT ME
A successful IT Administrator with extensive analytical and software experience of investigating and diagnosing network problem and knowledge of IT operating systems, especially Windows, Exchange, Citrix Etc. and also on software database skills clouding, one drive, GLIMS (Global laboratory information management system) Etc... Multi-talented with good all-round technical skills and the ability to develop and maintain close working relationships with other support and development teams. Having the personal drive required to deliver a service that exceeds the expectations of colleagues and end users through a positive, well organized and structured work ethic. Looking for a career advancement opportunity with a company that will challenge my problem solving skills and allow me to develop my knowledge & potential.

Education

Masters, IT(Information Technology) Administration   Graduated, July 2018
Osmania University Business Management   Marks 70%
MBA(Master of Business Administration) Board   Division 1
Hyderabad, Telangana(India)

Bachelor, Bachelor of Commerce   Graduated, July 2015
khairatabad Degree College.   Marks 60%
Osmania University Board   Division 1
Hyderabad, Telangana(India)

10+2   Graduated, July 2012
Board of Intermediate   Marks 59 %
SSC Board   Division 2
Hyderabad, Telangana(India)

Professional Qualifications

GLIMS (Global Laboratory Management Information System)
➢ Highly experienced as GLIMS Administrator.
➢ knowledge of laboratory management information system like Lab ware, Watson.
➢ knowledge of scientific and pharmaceutical applications
➢ Wide knowledgeable of FDA cGMP/GLP and related regulations
➢ Proficiency in Oracle, SQL, Test Report Certificate and Crystal Reports
➢ Good understanding of laboratory operations, practices and procedures
➢ Familiarity with computer validation methodologies and QC and IT systems technologies

Network & Firewall.
➢ Managed network, firewall and IDS design.
➢ Handled Check Point Firewall Next Generation.
➢ Administered Intrusion Detection System configuration.
➢ Maintained LAN and WAN development principles
➢ Remarkable experience in firewall administration
➢ knowledge of high level of networking and networks security administration
➢ Deep knowledge of administration of Unix, Windows operating systems and Microsoft Proxy Server
➢ Familiarity with Checkpoint firewalls and DNS and network protocols
➢ Amazing ability to manage under pressure
➢ Outstanding ability to resolve problems.

System (IT) Administrator.
➢ Updating and monitoring IT user accounts.
➢ Managing helpdesk, Mailbox, MS Active directory.
➢ Managing SCCM (System Center Configuration Manager)
➢ Maintenance & management of the Critical Windows based Server Environment.
➢ Maintaining up to date Antivirus levels like Symantec on all machines company wide.
➢ Working on Active Directory Accounts, Configuration of BlackBerrys & laptops.
➢ Managing and monitoring of backups in multiple locations.
➢ Providing maintenance support and break-fix solutions.
➢ Liaising & meeting with external suppliers of IT services.
➢ Maintaining Networking like LAN, WAN, Wireless LAN, MAN, SAN, CN, and PAN.
➢ Maintaining Fort iGATE Firewall, Security System Etc.

Instrumentation Admin.
➢ Producing reports for senior managers.
➢ Troubleshooting technical problems and implementing solutions.
➢ Taking care of instrumentations Like (**Genotyping, DNA Extraction, GCMS, GC, LCMS, LC, HPLC**).
➢ Responsible for the fast and accurate troubleshooting of reported faults.
➢ Providing technical support via helpdesk systems for a wide range of internal & external applications.
➢ Maintaining the proper communication between the PC's and Instrument's

Professional Projects

Intertek Agri Seed Testing Lab (2016) and Inspection Office (2018)
➢ Purchasing of IT Equipment and software in line within agreed budgets.
➢ Getting all IT related things to be installed in given time line.
➢ Managing all security policies in the lab as per the need of Lab management.
➢ Facing new challenges every day in the project.
➢ Managing the price and identifying the right vendor.
➢ Installing and testing all equipment like Network, Servers, PC's, etc…

Career Highlights

To build my career in a leading Corporation dealing with technological developments that will allow me to utilize my personal and professional qualities and will give me opportunities to demonstrate my competency and allow me a steady rate of professional and personal growth. IT Consultant with over years of experience providing excellent customer support to network users and consulting clients working on multimillion dollar projects within budget. Aiming to use my superb analytical skills and technical knowledge to fill your Sr. IT Executive position. Possesses an in Network Solutions and in Information Systems.

➢ Highly organized and disciplined with a passion for Information Technology.
➢ A positive, high energy team player.
➢ Provide technical support, troubleshooting, maintenance, and upgrades to help clients maintain their Oracle and Microsoft SQL database infrastructure.
➢ Respond to customer requests for product or solution information.

Skills

- Leadership
- Time management.
- Adaptability.

Work Experience

Jan 2016 – Currently Working.
Sr IT Support Engineer(Admin)
Intertek India Pvt Ltd
(Hyderabad, Telangana)

Work as part of a proactive team of support staff responsible for delivering a high quality, customer-focused professional service. Providing the very highest level of technical support and customer service to internal staff.

- Administered GLIMS.
- Conducted database maintenance and supervised User Accounts in LIMS.
- Outlined new reports and functionality in LIMS.
- Formulated new SOPs and maintained operating documentation.
- Imparted system training and optimized time and resources.
- Formulated ad-hoc reports.

Feb 2015 – Jan 2016
IT Support Engineer
Cyber Technology Pvt Ltd
(Hyderabad, Telangana)

Having strong interpersonal skills to support a high team work and customer service driven environment the ability to work under pressure and in an environment with constantly changing priorities. Technical expertise in various disciplines to resolve complex infrastructure integration issues and problems resolution to both hardware and software.

- Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, UNIX, MS-DOS, Windows 10, office 365 etc...
- Hardware testing: Mustimeter, cable tester, Card tester, Hard disk.
- Application software: Photoshop, Adobe reader, WinRAR, DVD Convertor, Nero, Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook Express.
- Possesses an in Network Solutions and in Information Systems.

Computer Proficiency

- Microsoft operating systems
- Computer networks and TCP/IP
- Preventative maintenance
- SharePoint Administration
- Patch Management
- Supporting desktop systems
- Microsoft SQL Servers
- Data base on Clouding, One Drive Action.
- Microsoft Office 2007,2010, 2016 etc..
- ERP, EPABX, CCTV.

Achievements and Accolades

- ➢ Certified in GLIMS (Global Laboratory Management Information System).
- ➢ Certified in IT Administrator.
- ➢ Received a Certificate of **IAppreciation** within 4 months of joining the Organization.
- ➢ Certified in Motivational Mind Power Workshop

Languages

- ➢ Hindi
- ➢ English
- ➢ Telugu,
- ➢ Marathi
- ➢ Kannada

Personal Interests

- ➢ Reading Books
- ➢ Riding.
- ➢ Learning New Things
- ➢ Explore Myself Out of Box

Personal Details

Father's Name: CH. Raju
Mother Name: CH. Anitha
Marital Status: Single
Birthday: 29th August, 1993
Nationality: Indian
Gender: Male
Address   H.No 5-25-57, Sri Ram Nagar-A, Shapur Nagar, Jeedimetla, Hyderabad, Telangana (India)- 500055.

Declaration

I, Amar Cholker, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Amar Cholker