CURRICULUM VITAE

RASHMIRANJAN ROUT
S/o:-Mr.CHINTAMANI ROUT
BHUBANESWAR, ORISSA
MOBILE: -   (07008529521
E-mail: rashmi.rout80@gmail.com

Career Objective
A staunch believer in the power of knowledge and desire to work with a high level of sincerity and work to achieve self-marked Goals for the respective concern as well as for myself and to enable myself Esteem to achieve meaningful ambitious quests.

Experiences:

* From 4th June 2022 Working as Project Manager at Intellehealth NGO(USA).

Roles & Responsibilities: -

I:- Handling End-to-End eSanjeevani Project of State Govt (MOU signed between Odisha Govt and Intellehealth).
II:- Implementation of eSanjeevani Services with the help of Health Worker(CHO, End User).
III:- Liaising with Govt Offices and Donor Organizations for new and old Projects.
IV:- Working Closely with Internal Departments for the growth of projects and Organization.
V:- Facilitate end users with Credentials to use the eSanjeevani portal.
VI:- Coordinate with the Developer team (CDAC Punjab) about Portal Maintenance.
VII:- Providing Training about portal operations and updates released to end users and team..
VIII:- Maintain IT Security Policy in our work Environments.
IX:- Analyze Performance data and Prepare reports to share with Donors and stakeholders.
X:- Daily report to HO and Respective Authorities about issues and activities.

* From 1st June 2021 to 31st May 2022 Worked as Program Manager (Project manager) in Yuva Unstoppable NGO.

Roles & Responsibilities: -

I: - Handling End-to-end Educational Projects for State Govt. Smart class Project donated by HDFC Parivartan.
II: - Checking Govt Scheme and Drafting Required Documents for same.
III: - Liaising with Govt Offices and Donor Organizations for new and old Projects.
IV: - Working Closely with Internal Departments for the growth of the Organization.
V: - Implementation of Facilities for the Students and Institutes within Guidelines from Organization.
VI: - Stock management for IT-related materials.
VII: - Training our Team Members about our internal utilities and Technical Updates.
VIII: - Maintain IT Security Policy in our work Environments.
IX: - Handle Client Meetings with Respective Teams.
X: - Daily report to HO and Respective Authorities about issues and activities.

* From 1st Oct2019 to 31st May 2021 Worked as IT Manager (Senior System Administrator) in

Vodafone Spacetel Ltd (Under NSB BPO Solutions Pvt. Ltd).

Roles & Responsibilities: -

I: - Handling End to End IT Process with all IT Compliance and 300Client PCs at ONE Circle office
II: - Daily status checkup and backup process of all servers (DNS, DHCP, EPBAX, Firewall, File servers, SQL Database).
III: - User management on DNS and EPBAX.
IV: - Installing OS and other packages needed for our internal processes.
Example: - Outlook, IE configuration for CRM, Dot net, SQL, xlite, Docx Etc.

V: - Diagnose issue faced at client end and fix them.
VI: - Stock management for IT related materials.
VII: - Training to our Team Members about our internal utilities and Technical Updates.
VIII: - Maintain IT Security Policy at our work Environments.
IX: - Handle Client Meetings with Respective Teams.
X: - Daily report to HO and Respective Authorities about issues and activities.

* From 02July2018 to 30Sep2019 worked at Javi Systems India Pvt Limited as Project Coordinator for Various Projects.

Roles and Responsibilities: -

I:- Handling end to end process for BSNL(NGN,CPAN,HFCL,VSAT).
II:- Handling O&M Projects from BSNL,Odisha Gyamya Bank,HP,Utstarcom,Bank Of India.
II:- Coordinating with clients and share daily PLAN,ACTIVITY,DAILY OUTPUT, WEEKLY OUTPUT, MONTHLY OUTPUT.
III:- Attending Meetings and Reviews on regular basics.
IV:- Handling all business and operations for 9 Districts (Khurda,Bolangir,Ganjam,Cuttack, Kendrapara, Jajpur, Jagatsinghpur, Puri) with 6 Team Members.
V:- Provide Technical Support to Team Members all over Odisha.

* From 14Aug2017 to 28June2018 worked at SREI Sahaj E- Village Limited as Senior Executive for Various Projects.

Roles and Responsibilities:-

I:- Handling end to end process for Bharatpay.
II:- Handling all business and operations for 6 Districts (Cuttack, Kendrapara, Jajpur, Jagatsinghpur, Puri) with 6 Team Members.
III:- Provide Technical Support to clients all over Odisha.

* From 2nd June2012 to 13Aug2017 Worked as IT Executive (System Administrator) in Vodafone Spacetel Ltd (Under NSB BPO Solutions Pvt Ltd).

Roles & Responsibilities:-

I:- Handling 12Servers and 300Client PCs at ONE Circle office, 25 Branches and one Call Center.
II:- Daily status checkup and backup process of all servers(DNS, DHCP, EPBAX, Firewall, File servers, SQL Database).
III:- User management on DNS and EPBAX.
IV:- Installing OS and other packages needed for our internal processes.
Example:- Outlook,IE configuration for CRM, .Net, SQL, xlite, Docx Etc.

V:- Diagnose issue faced at client end and fix them.
VI:- Stock management for IT related materials.
VII:- Training to our Team Members about our internal utilities and Technical Updates.
VIII:- Maintain IT Security Policy at our work Environments.
IX:- Handle Client Meetings with Respective Teams.
X:- Daily report to HO and Respective Authorities about issues and activities.

* From 15th Oct 2011 to 20th May 2012 Worked As an IT Executive in ADHAR(UID).

Roles & Responsibilities:-

I:- Handover all the Laptops to Respective team members after checking the Connectivity and System Performance status.
II:- If any issues found first diagnose the problem then try to fix the issue or migrate the issue to respective Support Team.
III:- Synchronize all operators PC with HO Server with an interval of one hour.
IV:- After the operators finish their work receive all Laptops take a backup of each operator's daily work.
V:- If there is any issue found during working time diagnose the issue and fix same.
VI:- If any new Device or Laptops received from HO then install same and link same to our work environment.
VII:- If there any new technical changes were done by HO with our Utilities I have to download the updates to all respective Team members.

Professional Qualification:

* ACHNP (Advanced Certified Hardware Networking Professionals.) From IIHT.
IIHT (Indian Institute of Hardware Technology.).
Papers Completed:-
{A+, N+, MCSE, CCNA, CCNP, Exchange Server, Redhat Linux 6}

* BA from **UTKAL UNIVERSITY** Bhubaneswar.
* XII standard from **CHSE**   from BBSR
 * X standard from BROAD OF SECONDARY EDUCATION ORISSA

OTHER QUALIFICATION:

* Diploma in Computer Application from KALINGA BIKASH COMPUTER.

Operating System	: Ms-Dos, MS-Window-95, Windows XP , Windows NT, Windows 2003 Server, Windows 2008 Server, Windows7, Windows8, Windows10 and Red hat Linux6.
Language	: C, C++

* Tally from KALINGA BIKASH COMPUTER.

PERSONAL VITAE

DATE OF BIRTH	: 04/04/1987
NATIONALITY	: Indian.
GENDER	: Male.

PERMANENT ADDRESS:-

> **RASHMI RANJAN ROUT**
> **C/O:- CHINTAMANI ROUT**
> **AT/PO:- BRAHMA BARADA**
> **DIST:- JAJPUR**
> **PIN:- 755005, ORISSA**
> **Mobile :- 7008529521**

Declaration:

All the information furnished above is true to best of my Knowledge and believe. I am a quick learner
Of the situation. I can utilize my expertise as per the company's expectation.