**Anil Kar**

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## **CAREER OBJECTIVE**

## To continue a responsible and satisfying career in Management in a professionally managed organisation with opportunities to utilize my experience, knowledge, and training to secure maximum benefits to the organisation in a competitive business environment.

## **CURRENT POSITION**

Currently servedas **“Admin Manager”** with **KP Tech Consultant** for about more than 10 months From August 2022 to till date.

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| |  |  |  | | --- | --- | --- | |  | **PAST ASSIGNMENTS** |  |   **Feb ‘2016 – Dec -2021 with OPTICOMP Security Services Ltd as**  **Administrative Officer (Facility Manager)**   Manage office supplies stock and place orders   Prepare regular reports on expenses and office budgets   Maintain and update company databases   Organize a filing system for important and confidential company documents   Answer queries by employees and clients   Update office policies as needed   Maintain a company calendar and schedule appointments   Book meeting rooms as required   Distribute and store correspondence (e.g. letters, emails and packages)   Prepare reports and presentations with statistical data, as assigned   Arrange travel and accommodations   Schedule in-house and external events |  |  |

**August ‘2013 – Dec -2015 with GMR Raxa Security Services Ltd as**

**SENIOR TECHNICAL OFFICER**

**Significant Highlights:**

**Worked** as “Sr. Technical Engineer” with GMR Raxa security Ltd for about more than 3 years From August 2013 to till date with responsibility of conducting technical projects, Product demonstrations, Trials and Training courses for users.

**March’2010 – March’2013 with SMART CHIP LIMITED, Noida, posted at Ranchi (Jharkhand) for UIDAI (AADHAAR PORJECT, GOVT.OF INDIA PROJECT) as**

**CLUSTER HEAD (TECHNICAL)**

**Significant Highlights:**

* Maintaining database for various regions related to UIDAI data.
* Leading a team of 16 professionals.
* Organizing Public Awareness Programme for UIDAI ,
* Reporting to State Govt. officials for monthly data.
* Organizing and Setup of Aadhaar Centers in the region.
* Setup of Centralized Data Center at Ranch to Process captured datas from regional

centers.

**April’2008 – Feb’2010 with KARMA STRATEGIES INC,Bhubaneswar as**

**SENIOR SYSTEM ADMINISTRATOR**

**Significant Highlights:**

* Resolving Network and System problems.
* Network security over shared platform.
* Managing weekly Backups.
* Resolving problems in Microsoft outlook 2002 and taking Backups (personal folders & files)

**April’2007– March’2008 with INTRALOGIC TECHNOLOGIES PVT .LTD. HYDERABAD as SENIOR SYSTEM ADMINISTRATOR**

**Significant Highlights:**

* Building servers, Work stations, desktops, laptops.
* Handling backups and managing bills.
* Resolving application, software, and hardware problems at workstations.
* Setting up administrative users and groups.

**SEPTEMBER’2003 – MARCH’2007 with RAASI ENTERPRISE SOLUTION LIMITED, HYDERABAD as SUPPORT ENGINEER**

**Significant Highlights:**

* Administration of Windows NT
* Configuring Compaq Servers (Proliant ML350 Server) & Insight Manager for

Compaq Server configuration for Alerts, Assisting in Configured Nortel Router for

WAN network for 38 RTA centers configured the WAN with Leased Line Modems.

* Support for Hardware & Networking problems
* Configuring Card Printers, Laser Printers, maintaining file and print servers

## **QUALIFICATIONS**

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| **Qualifications Acquired** | **University/Institution name** | **Year of Completion** |
| **PGCBM (Executive MBA Programme)** | Xavier Institute of Management, Bhubaneswar | 2010 |
| **MCA (Masters in Computer Application)** | Utkal University, Orissa | 1997 |
| **B. Com (Commerce)** | Utkal University | 1994 |
| **Intermediate (Sc.)** | CHSE(Orissa) | 1991 |
| **10th** | HSC(Orissa) | 1989 |

***References provided on request***