ANKUJ C SOJITRA

Mob No: - +91-9978473805,9664620554
E-Mail:- ankuj14nov@gmail.com

Personal Profile

Name	:	**ANKUJ C SOJITRA**
Current Address	:	184-Ranujadham Society , Near Sita Nager Chowk , Bombay Market To Punagam Road, Surat-395010.
Hometown	:	Rajkot.
Contact Number	:	+91-9978473805.
E-mail	:	ankuj14nov@gmail.com
Date of Birth	:	Sep 14th 1992.
Gender	:	Male.
Marital Status	:	Single.
Known Languages	:	English, Hindi, Gujarati, Marathi.
Hobbies	:	Internet Surfing, Playing Cricket
Location Preferences	:	**Open against better prospects.**

Career Objective

To pursue a challenging career in the Industry, where I can apply my professionals. To obtain a position that will enable me to use my strong technical skills, educational background, and ability to work well with people.

Technical Skills

-: Windows OS & Servers:-
MS Windows Server 2000/2003R2/2008R2, MS Windows OS 98/XP/Vista/7, 8, 10.

-: VMWARE :-
VMware workstation, VMware – ESXi

-: Networking :-
Configuring, managing LAN/WAN, Wireless Networking, Routers, switches, hubs, Modem.

-: Monitoring & Application Tools :-
Solar wind, Microsoft Network Monitor, WhatsUP
CA-IT Client Manager, Patch Management, Asset Management.
Ipscanner, hostmonitor, TCPView.

-: Remote Tools :-
RDP, Net meeting, Team Viewer, CA remote tools, Ammy Admin.

-: Storage :-
Device:- EMC Storage
Backup software: - NTBackup, Openfiler, ISCSI.

Organizational Experience

Instakart Services Private Limited(Flipkart.com).
Hub-Incharge (08th Oct, 2015 to Till Date).

Responsibility:

✓ **Material Planning/Inventory Management:** Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the stores for all items required in the Warehouse. Generating purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.

✓ **Sourcing / Procurement:** Handling sourcing through identification of cost effective suppliers for procurement with an aim of improving quality & reliability. Budgeting funds for procurement and sourcing of materials ensuring optimum utilization of materials & maximum cost savings.

✓ **Stores Management:** overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures. Ensuring quality packaging to prevent goods from getting damaged in transit.

✓ **Transport:** Planning routes and load scheduling for multi-drop deliveries.Prepare & monitoring monthly MIS report.Allocating and recording resources and movements on the transport planning system.maintain Vendor / Location wise compliance,vehicle servicing schedules.Booking in deliveries and liaising with Vendor.Directing all transportation activities & Monitoring transport cost.Monthly billing checking and processing.Generate various MIS Reports and Publish.Preparing weekly transport schedule, vehicle occupancy / utilization report.

As Senior Executive

➢ *Strategically manage warehouse in compliance with company's policies and vision.*
➢ *Oversee receiving, warehousing, distribution and maintenance operations.*
➢ *Setup layout and ensure efficient space utilization.*
➢ *Initiate, coordinate and enforce optimal operational policies and procedures.*
➢ *Adhere to all warehousing, handling and shipping legislation requirements.*
➢ *Maintain standards of health and safety, hygiene and security.*
➢ *Manage stock control and reconcile with data storage system.*
➢ *Prepare annual budget.*
➢ *Liaise with clients, suppliers and transport companies.*
➢ *Plan work rotas, assign tasks appropriately and appraise results.*
➢ *Recruit, select, orient, coach and motivate employees.*
➢ *Produce reports and statistics regularly (IN/OUT status report, dead stock report etc).*
➢ *Ensuring goods are stored safely.*
➢ *Ensuring security arrangements are in place.*

Sujav Business Pvt. Ltd.(Fastticket.in)
Senior Executive (Sep 2014 to Feb 2015-Night Operations)

Responsibility:

- ➤ *Managing All the Services (DEMO And API).*
- ➤ *Respond to and deal with customer communication by email and telephone.*
- ➤ *Receive feedback and monitor the quality of services provided.*
- ➤ *Inventory management*
- ➤ *Accountable for returns inventory of seller rejections and retrieval of inventory.*
- ➤ *Negotiating contract with vendors.*
- ➤ *Introducing process to plug the gap wherever required.*
- ➤ *Control and updating the same in Company ERP.*

Ishan Infotech Pvt. Ltd.
System Administrator (Jun 2013 to Oct 2015).

Responsibility:

- ➤ *Managing, Monitoring & Configuring the IBM 100 Servers & replacing the parts as and when requiring, Responsible for UP time of 100 IBM Servers.*
- ➤ *Managing effective large-scale desktop rollout of domain to over 3500 corporate users with more than 25,00 PCs.*
- ➤ *Installing, Managing, Monitoring & Configuring Windows 2003R2/2008.*
- ➤ *Implement centralized security policies for LAN/WAN & Data Center and troubleshooting problems.*
- ➤ *Monitoring health of EMC Storage, managing & configuring middle level of work in EMC storage devices.*
- ➤ *Understanding the criticality of the problem and taking resolutions steps accordingly to avoid service interruptions.*
- ➤ *Designing & Monitoring, managing Active directory, site & service and replication.*
- ➤ *Managing large scale DNS serer & DHCP WINS services.*
- ➤ *Installation & configuration New Domain Controller, User accounts creation, Security Groups creation, Access permission, Group Policy configuration and changes / New GP implementation, DNS related queries, changes, Maintaining Logs, Reports.*

Systematic Computers Pvt. Ltd. (Vasai,Mumbai.)
System Engineer (Oct 2011 to June 2013).

Responsibility:

- ➤ *Created and managed Microsoft Active Directory (AD) Organizational Units (OU), objects, policies, users and groups*
- ➤ *Monitored the physical health of the Servers & Clients hardware issue.*
- ➤ *Configured, User accounts, Security Groups permission, Group Policy.*
- ➤ *Take Daily NTBackup.*
- ➤ *Coordinate with Network Team*
- ➤ *Responsible for managing Active Directory.*
- ➤ *Configure Microsoft Outlook Mail.*
- ➤ *Working on Whatsup Gold Map tools,*
- ➤ *Working on remote access software like VNC, Team viewer, Ammy Admin.*
- ➤ *Manage First level troubleshoot of Switch and Router.*
- ➤ *Patched CAT5/6, Impact IO and Cable trace out.*
- ➤ *Troubleshooting Printers.*

Academic Qualification

Examination Passed	Specializations	Board/ University	Year of Passing	Percentage
B.Tech	IT	KSOU	2015	75.57 %
Diploma	IT	MSBTE	2012	65.59 %
S.S.C	General	Maharashtra	2008	70.91 %

International Certification

➢ CCNA (Cisco Certified Network Association).

Classroom Learning Experience

➢ I have completed Advanced Certified Hardware & Networking Professional on IIHT Institutes from Mumbai.
➢ I have completed CCNA from IIHT (Mumbai).
➢ I have completed MCITP from IIHT (Mumbai).

Field of Interest

➢ System/Server administrator, Team Leader VMware Administrator.
➢ Technical Assistant.
➢ ITIL

(Ankuj C Sojitra)