

# ABC

## System IT Administrator



### Technical Skills



### Soft Skills

Active Listening  
Adaptability

### Awards & Recognition

Employee of the Year- IT Dept.  
MRB PVT LTD | 2013

“Recognized for outstanding performance in IT operations, system reliability, and proactive support across dealership infrastructure.”

### Strengths

Problem solving mindset  
Self-motivated  
Strong work ethic

### Languages

English Hindi Marathi



### Interests

Listening to Music  
Playing Guitar

### Education

Bachelor of Arts(Pursuing final year)- YCMOU University  
HSC- Maharashtra State Board  
SSC- Maharashtra State Board

### PROFESSIONAL SUMMARY

Experienced IT professional with more than **8+** years in total, including over **6+** years in system administration, technical support, and infrastructure management. I have a strong history of providing reliable IT solutions and keeping systems secure and efficient. Currently, I am expanding my knowledge in cloud computing and DevOps by learning hands-on with AWS Cloud, Python, Terraform, Git, and GitHub. I am looking to use these growing skills in a progressive organization that values innovation and digital change.

### WORK EXPERIENCE

**XYZ PVT. LTD.** | Nagpur, MH, India

May-2023-Dec-2023

US IT BENCH SALES RECRUITER

- Marketed bench consultants and negotiated contracts.
- Collaborated with account managers for placements.
- Maintained documentation and tracked performance metrics.

**ABC SERVICE LTD.** | Nagpur, MH, India

2017-2019

AFFILIATE MARKETING EXECUTIVE (e-Com)

- Managed affiliate partnerships and ensured compliance.
- Analyzed campaign performance and optimized strategies.
- Used tracking tools and e-commerce platforms.

**PQR LTD.** | Nagpur, MH, India

2015-2017

SYSTEM IT ADMINISTRATOR

- Installed and maintained hardware and network systems.
- Managed user access, backups, and system performance.
- Provided technical support and training to staff.
- Collaborated with vendors for hardware procurement & service contracts.

**MRB PVT LTD** | Nagpur, MH, India

2012-2015

IT EXECUTIVE

- Managed Windows systems and user accounts.
- Performed regular backups of DMS applications.
- Provided technical support and ensured system security.

### PROJECT

**CAC COMMITTEE** | Nagpur, MH, India

2011-2012

TEAMLEADER-CUM-SUPERVISOR (System Admin)

- Installed and configured Windows OS and networks.
- Managed backups and troubleshooting across client systems .
- Monitored network performance and supported basic infrastructure tasks.

### TRAINING & CERTIFICATIONS

- AWS Cloud Practitioner Essentials | AWS Skill Builder | Sep 10<sup>th</sup> 2025
- Cloud Computing with AWS | Internshala | Oct 1<sup>st</sup> 2025