

OBJECTIVE

Seeking a challenging and rewarding career as a System Administrator / Technical Support / Desktop Support professional / Non-Voice Processes, where I can contribute my knowledge and skills for growth and development of the organization. I might not have the right number of experience but what I have is sincerity, dedication and passion to work hard.

TECHNICAL SKILLS

Operating System

CentOS/Redhat, Windows

Computer Languages

Linux scripting in Bash

Networking

Static IP assignment, NIC management, FTP, NFS, NTP/Chronyd, HTTPD, DNS/Bind, rsyslog Linux Sendmail, DNS, SSH, SCP, etc.

Microsoft Exposure

Microsoft Office 365 Administration, Active Directory, MS-Word, MS-Excel

Cloud Technology

Azure Fundamentals
Amazon Web Service (AWS) Basics



Course Completion Certificate

Complete Linux Training Course
Microsoft Azure Fundamentals
Amazon Web Services: Basic

Udemy.com (November 2022)
Udemy.com (June 2023)
Alison.com (March 2024)



Education

Bankatlal Badruka College for Information Technology
Master of Computer Applications - 2006 | Kachiguda, Hyderabad



Work Experience

Total Non-IT/NON-ITES Work Experience: 10.10 Years



RADHIKA INDUSTRIES

Office Administrator | Gandhi Nagar, Hyderabad, May 2017 – July 2022

- Using Word Processing Package Such as Microsoft Word.
- Write E-Mails, Deal with E-Mail Enquiries, India Mart Enquires, Justdial Enquires etc.
- Preparing QUOTATIONS, PURCHASE ORDERS and GST INVOICE BILLS.
- Organize and Store Paperwork, Documents and Computer-Based Information
- Order and Maintain Stationery and Equipment.
- Organize Travel and Accommodation for Staff and Clients.



SRI GNANA DEEPIKA ENGINEERING WORKS

Office Administrator | Gandhi Nagar, Hyderabad, Aug 2014 – Feb 2017

- Carrying out general office duties
- Creating and modifying documents using Microsoft Office
- Sending out emails, faxes and letters
- Keeping up to date staff timesheets and leave records

PERSONAL TRAITS

Positive and Professional Attitude.

Commitment in Accomplishing a Task

Willingness to Learn and Adaptable.

Ability to Work Accurately and Pay Attention to Details.



SEC INDUSTRIES PVT. LTD.

Quality Control Inspector | Balanagar, Hyderabad, July 2012 – June 2014

Responsible for determining the ultimate quality of the company's finished products.

- Visually inspecting parts for defects or damage.
- Determining the minimal requirements and procedures needed for a process to pass a QA inspection.
- Carrying out final QA inspections.
- Ensuring that adequate corrective measures are implemented in cases of noncompliance.
- Advising technicians on technical or regulatory concerns.
- Working from technical drawings.
- Ensuring that all stakeholders have access to the Quality Control plan and approve of it.
- Oversee the proper identification for all parts and components used in the production process.
- Carrying out audits and inspections.
- Conducting visual mechanical inspection of components.
- Inspecting various maintenance actions.
- Maintaining traceable records that can be used in audits.
- Following all safety procedures.



S.I.S. INFOTECH PVT LTD.

Web Associate | Banjara Hills, Hyderabad, April 2009 – March 2010

Designation Profile

- Basic Research on Company's Information
- Collecting Basic Information of a Company such as Address, Products, Services, Press Releases, Annual Reports, SEC Filings Etc.
- Using online Web Search Engines such as GOOGLE, HOOVERS, KOMPASS Etc. for collecting the Basic Information of a Company.