**RANA ROUSHAN**

**Mobile: +**91-8877620700 **E-Mail**:ranaroushan@gmail.com

**Objective :** To pursue a long term challenging career in a dynamic and growing organization where I can gain valuable experience and practical knowledge by working with professionals , while utilizing my skills and abilities to satisfy the organization's and my own personal goals.

**SYNOPSIS**

* **B.Tech (ECE)** with **6 years’** of experience.
* **Gained experience** in **E-Governance project, Project Management, Management & coordination, Software implementation, development and Maintenance and Technical Support.**
* Possessing insightful understanding of **implementation of Govt. application, customization, configuration and integration of the new projects. Handling of Project in the district.**
* **Government e-Procurement System**.
* **System Analysis.**

**Area of Expertise**

* **Project Management.**
* **Planning and Organising.**
* **IT Consulting**
* **Infrastructure Management.**
* **MIS Report and generation.**
* **Administrative management.**
* **Multi-unit operations Management.**
* **Systems implementation.**
* **Microsoft Office Suite expert.**
* **Network Troubleshooting**
* **System Installation**

**OrGANIZATIONAL EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Organization/Client** | **Department** | **From** | **To** |
| IT CONTENT and Infrastructure | ABP PVT. LTD | IT, Ranchi | June-16 | TILL Date |
| District Project Manager | Jharkhand Panchayati Raj/Zila Parishad Ranchi | Zila Parishad, Ranchi and | Mar-14 | May-16 |
| District Coordinator | Vedavaag System Ltd/ECIL and Govt. of Bihar | Sitamarhi | Aug-11 | Feb-14 |

**IT SKILLS**

* **Operating Systems** : Windows Xp/ 7/ 10. Linux CentOS 6.2,
* **Design Languages**  : HTML-5,CSS-3,
* **Databases** : Mysql 3.2,Sql Server 2008
* **Networking Skills** : Networking, TCP/IP, LAN, WAN, Switch, Router, Troubleshooting,
* **Applications Skills** : Ms-Office-/08/2007/10/13/03, MS-project.

**Current JOB**

**1. ABP PVT. LTD Since JUNE’16**

**Client : THE TELEGRAPH, ABP**

**Designation : IT CONTENT**

**Department : Ranchi Office of Jharkhand.**

**Job Description :**

1. Deploy configuration changes to devices and protocols as necessary.

2. Provide IT technical support to Editorial and Business users.

3. Ensure uninterrupted data transfer to and from HO.

4. Provide Project Status/Review Updates to Team Leads.

**Responsibilities :**

1. Desktop Support: Maintenance of Desktops & Printers being installed at the Jamshedpur & Ranchi office that includes Hardware fault finding & repairing, installation of OS & client software.

2. Data Communication support: Monitoring & maintaining the Communication Links of both Jamshedpur & Ranchi offices & Press that includes interaction with service provider, basic knowledge of IP routing.

3. Network Support: Installation and maintenance of LAN that includes installation of Ethernet Switch, making network configuration at the different hosts (Desktop, Laptop, and Printer) and deploying security patches.

4. Providing Support to Editorial teams: Desktop and Laptop application support to reporters and photographers. Basic knowledge of installation and maintenance of Bengali fonts.

5. Providing Support to Business, Distribution and Audit Team: Making and maintaining records, thorough knowledge of SAP operation, Rushmail printing, etc.

6. System support: taking regular backup of users' data, transferring files to & from HO, the person should have adequate knowledge of FTP commands.

7. Production support: Provide support to Production team for timely printing of newspaper.

**2. Jharkhand Panchayati Raj Department Since Mar’14**

**Client : State Government of Jharkhand Panchayati Raj.**

**Designation : District Project Manager.**

**Project Name : e-Panchayat Mission Mode Project**

**Department : Zila Parishad Ranchi**

**Job Description:**

1. **Project Implementation Phase**:
   1. Coordinate with State Project Management Unit (SPMU) for project reporting.
   2. Collect the data from different Government department on the completion of activities on a regular interval decided.
   3. Coordinate with System Integrator’s (SI) personnel deployed in the district.
   4. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level.
   5. Provide assistance and coordination to the Project teams and the department’s officer.
   6. Analyses the data collected from the different Govt. department and send it the SPMU Cell after filtering.
   7. Submission of weekly report to Deputy Development Commissioner (DDC) on progress of e-panchayat project or any officer designated for implementation of the e-District Project by the State at district level.
   8. Organizing e-District review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings.
   9. Submit reports and update status in all application of E-Panchayat.
   10. Facilitate data digitization, networking, site preparation and training / workshop activities in the district.
   11. Regular review of all the services delivered under e-District project and help in resolution of operational issues, if any.
   12. Study the e-District project implementation in other districts, which are doing better, for adoption of better practices.
   13. Synchronization with other e-Governance projects in the District.
   14. Managing relationship with educational Institute for study and improvement in project.
   15. Preparation of risk register for highlighting the risks to project.
   16. Awareness in the district about the e-District project.
   17. Facilitate the impact assessment study in the district.
   18. Training to other stakeholders, as and when required.
   19. Maintain Accounts of E-panchayat (cash book) of the district.
   20. Maintain Infrastructure status provided by District and Block government.
   21. Any other project related activities for e-panchayat MMP.
   22. Any other duties as assigned by State Designated Authority (SDA)/Govt. of Jharkhand.

**B. Operations phase**:

* 1. Monitor and report the number of transactions happening in the districts under various service categories.
  2. Monitor the service levels of the services being provided.
  3. Escalate to the DDC / or any officer designated for implementation of the e-District Project by the State at district level for cases for which services have been delayed.
  4. Be the first point of escalations for any failure in the performance of the service.
  5. Carry-out root-cause analysis for any service level failures.
  6. Ensure the technical infrastructure is working as per the service levels of the Systems Integrator (SI).
  7. Co-ordinate with SI helpdesk for resolution of any technical failure.
  8. Training to other stakeholders, as and when required.
  9. Providing IT support to operations and other functional departments.

**Vedavaag Systems Ltd. Aug’11-Feb‘14**

**Client : ECIL and Govt.of Bihar**

**Designation : District Coordinator**

**Project Name : Socio Economic and Caste Census**

**Department : Bihar rural development**

**Job Description:**

**Department: District Government**

1. Provide Training to agency staffs, Block and Panchayat Staff etc.
2. Co-ordinating with Nodal Officer and organisation Team of daily report.
3. Troubleshooting the technical problem and SECC issues.
4. Submitting the daily report to company and Nodal Officer.
5. Maintain database on Linux operating system and networking with command.

**Role and Responsibilities:**

1. Management and Co-ordinating.
2. Installation and Maintenance of systems District wise and Block wise.
3. To roll out and Implementation of SECC software in block wise.
4. Provide Information Report to District govt. and organization team.
5. Maintain District wise and Block wise infrastructure status.
6. Maintain Accounts and salary of the CCI and DEO of the District and Blocks.
7. Follow up Charge Centre In-charge and Data Entry Operators to collect the data from field with enumerator and supervisor in the tablet PC.
8. To solve block wise Technical issues and maintain DATABASE of systems available in the District and Block.
9. Maintain Data uploading status on NIC everyday basis.
10. Sorting out the problem via district, block and panchayat over phone.
11. Submitting the SECC reports individually to all the team members and the nodal officer via hard copy or e-mail system.
12. Maintaining the individual records of the SECC infrastructure and report via google doc excel sheet.
13. Troubleshooting issues with Routing & Switching protocols. Good knowledge on all Firewall concepts.
14. Depth understanding of OSI Layers.
15. Providing IT support to operations and other functional departments
16. If any report is sought at any level of management or to the nodal officer or the concerned department than

Report is made available to the needed person.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Exam** | **Board/University** | **Year of Passing** | **Percentage** |
| B.Tech(ECE) | PRIST UNIVERSITY | 2011 | 78.00 |
| Diploma | SBTE,Jharkhand | 2008 | 77.66.00 |
| X | C.B.S.E. | 2004 | 73.20 |

**Personal Details**

**Date of Birth**  : 12-March-1989

**Present Address** : Type-2 Qt. No.-4 Road No.-37 P.T.P.S Patratu,Ramgarh, Jharkhand

**Nationality**  : Indian

**Languages Known** : English, Hindi.

**Hobbies & Interests** : Playing Football, Chess, Cricket, Solving Puzzles, Internet surfing.

**Passport** : Yes

**Reference:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Kolthuru krishna | State Head, vedavaag systems ltd. | 08121236704 |
| 2 | Rajat Kumar | SPM, Panchayati Raj | 09430731553 |
| 3 | Somnath Bhattacharjee | IT Corporate Manager, ABP Pvt. Ltd | 09831003153 |

**Declaration:**

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place: Ranchi

Date: 20/03/2017 G:\document\rana roushan signature.jpg

Signature