

Ranjan Kumar Kushwaha

IT Officer

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 @ Rāñjāñ Kūshwāhā

IT professional with a strong background in managing and maintaining computer systems, networks, and databases. Skilled in troubleshooting technical issues, implementing effective solutions, and providing exceptional customer support. Committed to staying up-to-date with the latest technological advancements.

EXPERIENCE

Information Technology Officer
Everest Parenterals Pvt. Ltd

Chhatapipra, Bara Nepal
Nov, 2024 - Present

Key Responsibility :

1. IT Infrastructure Management:
- Oversee the installation, configuration, and maintenance of hardware, software, and networks.
 - Ensure reliable operation and performance of servers, workstations, and other IT assets.
 - Implement and manage data backup and recovery plans.
2. Technical Support:
- Provide technical support to employees, troubleshooting hardware, software, and network issues.
 - Monitor and respond to system outages and other technical emergencies.
 - Train staff on proper use of IT systems and security best practices.
3. Cybersecurity:
- Implement and enforce IT security measures, policies, and procedures.
 - Monitor for potential security breaches and respond to incidents.
 - Maintain firewalls, antivirus systems, and other security tools.
4. Systems and Software Management:
- Manage and update company databases, ERP systems, and business-critical software.
 - Oversee software licenses, updates, and vendor agreements.
 - Ensure compatibility and compliance with organizational needs.
5. Project Management:
- Plan and execute IT projects, such as system upgrades or infrastructure enhancements.
 - Liaise with vendors and service providers to ensure timely delivery of solutions.
 - Monitor and evaluate the success of IT initiatives.
6. Policy Development and Compliance:
- Develop and maintain IT policies, standards, and procedures.
 - Ensure compliance with legal, regulatory, and organizational standards.
 - Maintain documentation for systems, processes, and IT inventories.
7. Budgeting and Procurement:
- Assist in budgeting for IT needs and manage expenses within approved budgets.
 - Research, evaluate, and recommend technology solutions and procurements.

Branch Manager
TeraByte Innovations Pvt Ltd

Birgunj
Sep, 2023 - Dec, 2024

Key Responsibility :

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Operational Management:

- Supervise the day-to-day operations of the branch, ensuring efficiency and productivity.
- Establish and enforce operational policies and procedures.
- Monitor branch performance metrics and prepare regular reports for senior management.

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Team Leadership:

- Recruit, train, and manage branch staff, including software developers, project managers, and support personnel.
- Foster a positive work environment to promote collaboration and innovation.
- Conduct performance evaluations and provide feedback and professional development opportunities.

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Business Development:

- Develop and execute strategies to attract new clients and expand the customer base.
- Build and maintain strong relationships with existing clients to ensure repeat business.
- Represent the branch in meetings, conferences, and networking events to promote the company's services.

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Project Management Oversight:

- Ensure projects are delivered on time, within budget, and meet quality standards.
- Collaborate with project teams to identify and mitigate risks.
- Monitor client feedback and address concerns promptly.

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Financial Management:

- Prepare and manage the branch budget, ensuring financial objectives are met.
- Track revenue, expenses, and profitability, implementing cost-effective solutions where needed.
- Approve and oversee contracts, purchases, and financial transactions within the branch.

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Strategic Alignment:

- Align branch activities with the company's overall vision and goals.
- Implement new initiatives, technologies, or methodologies introduced by the headquarters.
- Provide insights and recommendations to senior leadership to improve operations and market positioning.

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Compliance and Standards:

- Ensure the branch adheres to company policies, industry regulations, and legal requirements.
- Maintain documentation for audits, quality control, and compliance purposes.

Asst.Developer

Birgunj

Tezash Tech Pvt Ltd

Mar, 2020 - Aug, 2023

Key Responsibility :

- Create interactive and dynamic web components.
- Write clean, maintainable, and efficient code, following best practices and coding standards.
- Conduct code reviews and provide constructive feedback to team members.
- Perform browser testing and ensure cross-browser compatibility.
- Optimize web applications for performance and page load times.
- Work closely with UX/UI designers to translate design mockups into functional web interfaces.
- Participated in client meetings to discuss project requirements and provide technical insights.
- Train employees on IT best practices and security measures.
- Implement security protocols to protect data and prevent unauthorized access.
- Collaborate with vendors for hardware and software procurement and maintenance.
- Conduct regular data backups and ensure disaster recovery procedures are in place.
- Focus on creating efficient and effective solutions to meet business objectives.
- Marketing Strategy: Proven experience in developing and executing marketing campaigns, including content creation, social media management, and digital marketing.
- Problem-solving Skills: Demonstrated ability to identify and address technical challenges, as well as develop innovative marketing strategies to drive business growth.

IT Officer

Birgunj

Miniland E. B. School

Feb, 2019 - Jan, 2020

Key Responsibility :

- Technical Proficiency: A solid understanding of hardware, software, and networking solutions, ensuring seamless IT operations within the school.

- Problem-solving Skills: Proven ability to troubleshoot and resolve IT issues promptly, minimizing downtime and disruptions to academic activities.
- User Support: A track record of providing excellent customer service and technical support to both students and staff, creating a positive and efficient IT environment.
- Data Security: Implementation and enforcement of robust security measures to protect sensitive information and ensure compliance with data protection regulations.
- Collaborative Approach: A team player who can effectively collaborate with educators and administrators to integrate technology into the curriculum and enhance the overall learning experience.
- Teaching Skill

EDUCATION

BscCsit	Birgunj
<i>National Infotech College</i>	Oct, 2017 - Jan, 2021
+2(Science) NEB	Birgunj
<i>Om International College</i>	Jul, 2014 - Aug, 2016
SLC	Birgunj
<i>Tri-Juddha M.P.R.R. Higher Secondary School</i>	May, 2013 - Jun, 2013

PROJECTS

School Erp

Here, i can handle technical problem and providing customize software with website. (like. school, college, university,)

Hospital ERP

Here, i can handle technical problem and providing customize software with website. (like. hospital, pharmacy,)

Electa

here, CCTV installation and Centralized

ACHIEVEMENTS

Reward related College

CAN infotech as a organizer

Event of E-government & Commerce

TRAINING/CERTIFICATIONS

Skill Lab	2017
<i>National Infotech</i>	
Learn and Development	
Workshop on Artificial Intelligence	2018
<i>Developer Sessions</i>	
Advance Web Development	2021
<i>National Infotech College</i>	
Leading Nepal Through Innovation	2022
<i>National Innovation Center</i>	

SKILLS

Network administration and troubleshooting, Hardware and software installation and maintenance, Server management and configuration, Database administration (SQL), Information security and data protection, User support and training, Project management and coordination, Excellent problem-solving and communication skills, Accounting Knowledge, CCTV installation and centralized, Digital Marketing, web development, Market research and analysis, Client Relationship Management

LANGUAGE

English, Nepali, Hindi

REFERENCES

Suraj Babu Patel - <i>Principal</i>	Deepak Sah - <i>Branch Manager</i>
Miniland H S School	TeraByte Pvt Ltd
9855038091	9866118865