REJIN THOMAS

Kerala, INDIA



thomasrejin93@gmail.com  +91 98 47 12 9779



**PROFILE:**

An organized, confident and self-motivated I.T professional with academic background in computer applications, able to use own initiative and work as part of a team with the ability to take leadership skills. An effective communicator at all levels within an organization, presently looking for a varied and challenging role in the similar field.

**CAREER OBJECTIVE:**

To have a long and successful career in the field, with utilizing my skills in Information Technology and knowledge in the areas of Technical Support, offering an extensive communication skill with confident, pleasing personality and to work with sincerity and dedication to the best of my ability**.**

**CAREER SUMMARY:**

* Working as **System Administrator** – Niravath Jubily Chits India Pvt. Ltd. – INDIA.
* Worked as **Project Manager –** Axis Security Solutions Pvt. Ltd**. –** INDIA.
* Undergone training in **Network Implementation & security** – Network Bulls - INDIA.
* Graduate in **Bachelor of COMPUTER APPLICATIONS (B.C.A) -** Kannur University **-**INDIA.
* Diploma in **COMPUTER APPLICATIONS-**INDIA.

**PROFESSIONAL EXPERIENCE**

**SYSTEM ADMINISTRATOR**

**Niravath Jubily Chits India Pvt. Ltd. – INDIA. *JUN 2016 – Till Date* Responsibilities:**

* Systems and Network Administration.
* Installation and Updating of O.S, Application Software’s, Peripheral devices, Drivers, Antiviruses, and Firewalls.
* Extension, Alteration of network’s and verify that peripherals are working properly.
* Load balancing and Troubleshooting network related issues.
* Hosting, Updating, Renewal of Domains and Websites.
* Provide Training to end users.
* Configuring Webmail clients.
* Managing I T service tickets.
* Open DNS configuration and restrict network communication.
* Configuration of N-computing servers and User administration.
* Maintaining SLA’s with software vendors, hardware suppliers and service providers.
* Ensuring efficient network communication between branches and H.O.
* Managing Databases and Monitor system performance.
* Ensuring Secured Wi-Fi Network.
* Create network file systems and file sharing.
* Create a backup and recovery policy.
* Implement the policies for the use of the computer systems and network.
* Setup security policies for users.
* Managing of CCTV, DVR’s, and Attendance Machines.
* Quickly arrange repair for hardware in occasion of hardware failure.
* Documentation.

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| **PROJECT MANAGER** |  |
| Axis Security Solutions Pvt. Ltd**. – INDIA** | ***JULY 2013 – JUN 2016*** |
| **Responsibilities:** |  |
| · | Planning and Defining Scope the Projects. |  |
| · | Activity Planning and Sequencing. |  |
| · | Resource Planning. |  |
| · | Developing Schedules. |  |
| · | Time and Cost Estimation |  |
| · | Developing a Budget. |  |
| · | Creating Charts and Schedules. |  |
| · | Risk Analysis. |  |
| · | Managing Risks and Issues. |  |
| · | Monitoring and Reporting Progress. |  |
| · | Team Leadership. |  |
| · | Strategic Influencing. |  |
| · | Business Partnering. |  |
| · | Working with Vendors. |  |
| · | Scalability, Interoperability and Portability Analysis. |  |
| · | Controlling Quality. |  |
| · | Benefits Realization. |  |

**ACADEMIC PROJECT:**

* **Online discussion forum: Company: NIIT Kannur - INDIA**

Have developed and submitted a project report for the partial fulfillment of Degree (B.C.A) on the topic

“**Online discussion forum** with reference to, NIIT Kannur - India”.

**ACADEMIC QUALIFICATION:**

2010-2013: Graduate in **Bachelor of COMPUTER APPLICATIONS (B.C.A).**

Kannur University **-**INDIA.

2008-2010: **12th** **Grade passed out.**

Board of Public Education Kerala, INDIA.

2007-2008: **10th** **Grade passed out.**

Board of Higher Secondary Examination Kerala, INDIA.

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**ACTIVITIES AND HONORS:**

* Honorable Diploma: Add on program on Computer Application. (Duration: 6 months, on 2009)
* Awarded the National Service Scheme Best volunteer award from SIBGA institute of advanced studies, Irikkur under Kannur University, on 2011-2012 academic years).
* Elected as the college union secretory in SIBGA Institute of Advanced studies, under Kannur University in 2012-2013 academic years.
* Conducted computer Hardware Exhibition in SIBGA Institute of Advanced studies, under Kannur University, INDIA, (2008).
* Actively participated in 2 days network implementation &security workshop, in 2014 by Network Bulls, Haryana**.**

**LANGUAGES KNOWN:**

English **–** Hindi – – Malayalam – Tamil

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| **PERSONAL DETAILS:** |  |  |
| **Name** | **:** | **REJIN THOMAS** |
| **Father’s Name** | **:** | **V M Thomas** |
| **Mother’s Name** | **:** | **Gracy kutty T G** |
| **Date of Birth** | **:** | **25-01-1993** |
| **Nationality** | **:** | **INDIAN** |
| **Passport No** | **:** | **M8939341.** |
| **Permanent Address** | **:** | **Vettiyamkandithil House** |
|  |  | **Velimanam P O** |
|  |  | **Kannur Dt.** |
|  |  | **670704.** |
|  |  | **Kerala, India.** |

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for correctness of the above mentioned.

Rejin Thomas.