

Avinash

System Administrators

To work in a reputed organization wherein my expertise, job skills & professional dexterity can be utilized leading to organizational and personal growth



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EDUCATION

BACHELOR COMPUTER APPLICATION (BCA) (2015)

Maharishi Dayanand University (Rohtak)
Computer Application

XII (2010)

Urmila Sr. Sec School

X (2008)

Urmila Sr. Sec School

CORE COMPETENCIES

- Vendor Management
- Hardware Support
- Application Support
- Monitoring server & network
- Managing the entire IT Infrastructure
- Customer Management
- Troubleshooting
- Maintenance
- Documentation of assets.
- Managing Asset inventory

SUMMARY

- I am a technical professional having 4.0 years of total experience where I worked in various client locations. Presently working with Wipro limited as System Administrator since Sept. 2017 in a 24*7 environment. Where day by day client handling at whirlpool location as a representative of Wipro, including L1 server and network support at PAN India.
- Managing the overall administration of LAN, configuration & maintenance of application servers.
- Physically check All servers are working fine or not
- Check All Servers & switches are pinging or not
- Implementing and maintaining system Security with installing service packs and security updates as per requirement
- Maintaining updated documentation for current hardware and software configurations, and also for proposed future installations & modifications to the current environment.

WORK EXPERIENCE

System Administrators Executive

(Feb 2018-Present)

Wipro Limited – Faridabad , HR, India

Client- Whirlpool of India Ltd Faridabad.

Role and Responsibilities:

- Managing the entire IT Infrastructure, Responsible for Maintenance and upgrading of all hardware peripherals.
- Setup desktop computers, peripherals, test network connections, and documentation of assets.
- Install and test desktop software applications.
- Windows start up issues, Create user accounts, Configure printers.
- Managing the overall administration of LAN, configuration & maintenance of application servers.
- Supporting the following technologies: Microsoft Office products Outlook, Word, Excel, Access, Internet Explorer
- Troubleshooting Network related issues.
- Troubleshooting login and domain related issues.
- Install, upgrade, support and troubleshoot XP, Windows 7 and Microsoft Office and any other authorized desktop applications
- Installation and Configuration RF Scanner and Troubleshooting.
- Installation and Configuration ZEBRA Printer and Troubleshooting the all technical error
- Implemented security policy and virus protection.
- Performed remote installations, upgrades, and repairs using phone, online chat, and remote desktop software.
- Attending user calls using service now
- Providing quick service to production line users for their devices for smooth production.

INTERESTS



YouTube-Stand Up Comedy
Theatre Shows



Listening Music/Singing

Highlights:

- Worked with Home appliance Manufacturing Company as service delivery in production support for installation and technical support, RF Scanner, plc system support, Printer Handled the all IT Asset support.
- Technical Support
- Systems Installation, Configuration & Upgrading, Productivity Improvement.
- Provide technical support for both hardware and software issues our users encounter.
- Manage the configuration and operation of client-based computer operating systems.

Desktop Engineer

(Dec 2015 – Feb 2018)

Onward Technology Pvt Ltd – Delhi NCR, India

Client- Roche Diagnostics India Ltd/XL Catlin India Ltd.

Role and Responsibilities:

- Returns defective equipment/parts to maintenance inventory, documents customer repairs, maintains and restocks assigned parts inventory to insure proper spare parts levels
- Setup desktop computers, peripherals, test network connections, and documentation of assets.
- Install and test desktop software applications.
- Test computers to ensure proper functioning of computer systems.
- Maintain computer peripheral devices like printers and resolve associated problems.
- Managing training Sessions with new team members for Process & Procedures.
- Windows start up issues, Create user accounts, Configure printers.
- Troubleshooting Network related issues.
- Troubleshooting login and domain related issues.
- Troubleshooting Operating System and general software related issues.
- Recording escalations from employees and notify the IT head on any operational escalations and complaints.
- Resolving the queries in accordance with help-desk escalation process
- Managing the help-desk system by recording appropriate information for fault incident and resolving the fault from a remote location or by accessing the user's desktop.

Highlights:

- Manage the configuration and operation of client-based computer operating system
- Monitor the system daily and respond immediately to security or usability concerns
Create and verify backups of data
- Respond to and resolve help desk requests Upgrade systems and processes as required for enhanced functionality and security issue resolution
- Installed, maintained and provisioned current systems network and related frameworks.
- Rebuilt new hardware and reconfigured hardware, peripherals, settings and directories according to standards and operational requirements.
- Configured systems that supported GIS infrastructure applications.
- Conducted research and gave recommendations to improve automated processes for system administration tasks.
- Performed daily audit on all systems, Frameworks, Hardware and Server resources.

DECLARATION

I do hereby declare that all the above information furnished is correct and to the best of my knowledge.

Date:/...../.....

Avinash