

ALBERT AROCKIA RAJ R

Gender - Male, Age – 30, Years old
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CAREER OBJECTIVE

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

PROFESSIONAL SUMMARY

Done my post-graduation in MCA from Thiruvalluvar University, Vellore Tamil Nadu. Worked as a 'System Administrator' with **five years** of experience from 27th April 2016 to 30th April 2021 in Holy Cross Hospital, Tura, Meghalaya. Responsibilities of my duty are to manage the IT infrastructure such as Computer, Printer, Network, Server Machine, Computer repair, Database Administrator.

EXPERIENCE

Role & Responsibility

April 2016 - April 2021

Computers:

- I did Control the IT infrastructure such as computers, printers, IBM Server.
- Monitored system area and solved the User's complaint (Example: Antivirus expiry date, Computer startup issue and etc...)
- Expect to install client-side computer OS win XP/2007/2008/2010 and windows server 2000/2003/2008/2012/2016 and windows application.
- Ability to solve the problem of the computer hardware Such as a Printer, Mouse, keyboard, motherboard, SMBS, Ram.
- Correction of any system failure supervises contact points for the computer.
- Maintained the computer stock inventory and ordered computer accessories when a shortage issue.

OS:

- Ability to install and configure the window Client OS, Server OS, windows application, web application.
- Recovered the data when OS Corrupted by disaster issue.
- Complete Troubleshooting, Task Manager, Device Manager.
- Basic Software Installation.
- Recover and restore the system.
- Rights and Permission.
- Printer Configuration.

Network:

- Knowledge of Sharing the Printer, file, folder, DNS, DHCP.
- Can set the IP address and configuration of the different types of networking devices such as switches & routers.
- Ability to crimp RJ - 45 plugs with LAN cable to give connection for the needed area and LAN/ WAN implementation.

Windows Server:

- Controlled via active directory **objects** Such as User, Group, and Domain the hospital Server (Module: IBM X3650 M3).
- Checking server health and the file data size on daily basis.
- Create the automatic backup in the server.
- Killed and refresh the thread in the My SQL user's connection.
- Knowledge about the active directory domain system installation and Domain Configuration.
- I have done tested the updated build and configure it with the duplicate domain server.

Hospital Information Management System (HIMS)

- Admin of the Hospital Information Management System (HIMS) by **MedsysB** Web application from Bosco Soft Technologies Pvt. Ltd.
- Maintenance of the Module such as OP/IP Registration, Pharmacy, Laboratory (X-Ray, Scanning, E.C.G), IP Billing, OT, Report management.
- Create a User credential & providing permission to access the module.
- Solved the technical issue in the MedsysB web application.
- Explained HIMS software to the new user.
- Provided the information technologies to the employees about the reports, data providers, data collection,
- Generated the monthly, weekly, daily, yearly reports and statistics.
- Secured the hospital privacy data and confidential mater.
- Communicated with the IT team to update the new changes/features.

My SQL Server:

- Admin of the My SQL database.
- I can do track the user by using the database.
- Ability to edit, delete, create, update, changes the value in the database with the administrator's permission.
- I can do billing correction, new charges updating, finding the mistakes by users.
- Daily basis backup(import) from the My SQL server.
- Restore(export) the backup data to the My SQL server.
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ACHIEVEMENT

- Developed and maintain the hospital website (URL: <http://www.holycrosshospitaltura.com>.)

NON DEPARTMENTAL EXPERIENCE

HR Activities (EPFO)

- I did access limited control in EPFO employer portal such as KYC updating Process, KYC approval by signature device, Claim process, UAN Activation, Self Generated UAN, Counseling to the Employees, documents verification.
- Maintained the 126 employees through Biometric Attendance Real-time Software.
- Responsibilities of the Daily basis mail checking and repaying.
- Administrator work:- Acted as an office peon when free time. (Letter writing, Appointment, and experience certificate making for the new staff .
- **Supervised the employees**, the employees, Building Indore, Outdoor, all departments.
- Complaint to the administrator for solving the problem.
- When finding the outdoor, indoor issue.
- I did check the Complaint book on a daily basis.

Worked as a Site Manager and operator in COVID-19 Vaccination.

- For the aged 45 - 59 above co-morbidities, 45+ all (non-Co Morbidities) and 60 above (Senior Citizen).
- Operator - URL ID - <https://app.cowin.gov.in>
- Site Manager - URL ID- <https://admin.cowin.gov.in>

ITS SKILLS

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| <ul style="list-style-type: none">▪ My Sal▪ Web design▪ Computer Hardware Repair▪ OS Installation(Client / Server) | <ul style="list-style-type: none">▪ Photoshop CS3▪ Adobe Video Editor,MP3 editor▪ Microsoft Office/365▪ LAN/WAN Connection | <ul style="list-style-type: none">▪ Computer Assembly and Maintenance.▪ Employee ID Card Maker▪ New Hardware installation |
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QUALIFICATION

- St.Joseph's college of arts & Science (Autonomous) at Cuddalore, State of Tamil Nadu. **2012 - 2015**
MCA (Master Of Computer Science) With **68.35 %**
- College of St.Joseph's arts & science University of Madras at Kovoov , State of Tamil Nadu. **2009 - 2011**
B.sc(Computer science) with **61.32 %**
- State Board of Government Higher Secondary School at Kurinjipadi, State of Tamil Nadu. **2007 - 2008**
Higher Secondary with **47.33 %**
- State Board of Arulmigu Vallalar High School at Kurinjipadi, State of Tamil Nadu. **2005 - 2006**
Secondary School with **64.00 %**.

LANGUAGES

- Tamil ,English, Hindi, Malayalam .
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