CURRICULUM VITAE

JITENDRA KUMAR

Mobile: - 9835872922 & 8340250346
e-Mail ID: - jitendracisco@gmail.com

ADDRESS

Jitendra Kumar, C/O Mahadev Sharma, West Lohanipur, Upadhayay Lane, Kadamkuan Patna - 800003 (India)

JOB OBJECTIVE: -

To excel professionally in an inspiring and growth-oriented organization in which I can show my all abilities and where I can give my 100% and get job satisfaction with a handsome salary.

SUMMARY OF EXPERIENCE AND IT SKILL:

Chaitanya India Fin. Credit Pvt. Ltd.   Nov. 2020 to April 2023

H. No-53, 2nd Floor, Guru Sahay Lal Nagar, Ramnagri, Ashiyana Nagar Patna 800025

POST: System Administrator (AM IT Infra)

- ➤ Manage the company's IT infrastructure and network, ensuring the security and functionality of all systems
- ➤ Oversee the installation, maintenance, and upgrading of servers, storage systems, and other hardware devices
- ➤ Provide technical support to employees and troubleshoot hardware and software issues
- ➤ Carry out the repairs and maintenance of all PCs, Laptops, Printers, Routers, Switches, and other devices
- ➤ CentOS Backup Server checks and monitor all client list with backup status which is connected to the Server
- ➤ Ensure data security and backup systems are in place and operational
- ➤ Managing the Sophos Firewall, the structured cable laying & crimping plan, and connectivity for new IT infra.
- ➤ Establishes standard processes and protocols for managing vendor-purchased products and services.
- ➤ Video Conferences arrange for Top Management employees through Logitech Meetup Device
- ➤ Provide the company e-Mail ID & IT Kit with accessories to company employees for new joiners
- ➤ Maintain accurate inventory and record of all hardware, software, and manuals purchased by regional offices.
- ➤ Ensure that all application software runs without any errors and has no response time problems.
- ➤ Handle Regional IT Associates who are deputed to all regional offices. Responsible for procurement of IT equipment, and devices, identifying and recommending suppliers/vendors to our regional office and branches.
- ➤ Maintain IT Asset records, License Details, and AMC Details with IT Helpdesk Online FAMS Application
- ➤ Draft IT budgets and manage expenses to ensure the company's technological needs are met
- ➤ Optimizing profit by controlling costs by resolving customer issues to their overall satisfaction
- ➤ Collaborate with other departments to understand business needs and ensure that IT infrastructure meets those needs
- ➤ Prepare a monthly report regarding the systems and issues related to the smooth operation of the software.
- ➤ Maintain all IT asset inventory as per the quarterly internal audit and yearly external audit requirements.
- ➤ Sending Monthly IT Infra Tracking report to the IT Infra Manager of all IT infra-related activity of the entire Zone

Japfa Comfeed India Pvt. Ltd.   May 2016 to Nov. 2020

Chakjado Panchayet, PO-Kawadid, Dist- Vaishali, Sub Div.-Hazipur (Bihar)

POST: System Administrator

Roles and Responsibilities

- ➢ SAP Installation and Configuration Version 710 & 720 and Outlook Express with Zimbra Client Configure for user
- ➢ Office 365 for Outlook Users as well as webmail users Installation and Configuration tools, And new user registration with activation process as per company rules.
- ➢ Video Conferences arrange for Top Management employees through Polycom RealPresence VC Software
- ➢ Provide the company (Official) e-Mail ID to a company employee as well as MIS Spare as required to the user client
- ➢ Managing and Monitoring two ILL Airtel n Jio which is 10 MBPS Link as well as VPN with the entire Wi-Fi campus
- ➢ Cyberoam Firewall, Network Switches, Wireless Router, P2P Devices as well as three P2P Clients Monitoring and Manage for smooth communication.
- ➢ Monitoring & Manage Panasonic Epabx for tracking call log to the user (Incoming call & Outgoing call for user)
- ➢ Monitoring & Manage 45 CCTV Cameras both bullet and dome with 3 DVRs which are installed in the entire Plant
- ➢ Carry out & Monitor Periodic Maintenance for IT Assets by Administering, Deploying, and Troubleshooting Software and Hardware.
- ➢ Maintenance & Monitoring of Weighment Devices with their Software and systems with daily basis backup of data
- ➢ Take care of **Premix & Access Manager** software with Server configuration as well as clients with daily basis backup of Database by the remote server which is SQL SERVER 2005 Database.

DJVOW LTD. (National Ambulance Services)
Fraser Road, Times of India Building Patna-1

March 2012 to May 2016

POST: IT Executive

Roles and Responsibilities

- ➢ Monitoring Five hundred thirty-three (533) GPS from our server room; these GPSs are installed in emergency ambulances and also manage the call center, where 80 PCs always run 24 X 7 days, seven days a week, and 40 PCs run in our back office.
- ➢ Ensure that each workstation has antivirus software installed to ward off virus threats from the internet
- ➢ Troubleshoot software and hardware issues on the network and on each individual workstation
- ➢ Managing and Monitoring LAN and WAN environment and troubleshooting all Systems in a Network.
- ➢ Managing and Maintenance of Wi-Fi Internet Connection in a secure way in our all over Campus.

May 2009 to March 2012

OVERNITE EXPRESS LIMITED, PATNA

POST: IT Executive

Roles and Responsibilities

- ➢ Managing hardware, networking, and software with Servers and clients along with Windows 2003 Sever systems (Data Server, e-Mail Server, and Auto-sync Server) in our Patna regional office and providing technical support remotely to 40 B A's Client systems respectively under the Bihar Region
- ➢ Monitoring WAN and LAN environment and troubleshooting of all over Systems & in a Network
- ➢ Monitoring VPN (Sify and Tulip) by coordinating with ISP Providers and Running Internet connection and Sharing in a secure way through firewall security.
- ➢ Design Installation and Configuration of LAN as per organizational requirement
- ➢ Taking care of Our Software Data Backup and User Data Backup daily and monthly basis.

August 2007 to May 2009

MANCON INDIA (P) LTD

POST: IT Resident Engineer

Roles and Responsibilities

- • Maintenance of 3 HP Servers (WinNT Server, Win2000 Server & Win2003 Server) and +125 Workstations with hardware and software
- • Maintenance of network infrastructure and reliable connection between networks.
- • Managing and maintaining network environment.
- • Troubleshooting network, hardware, and software-related issues.
- • Maintenance of Storage Device
- • Managing Laptop, Network Printer & Security for all over network

Nov 2005 to Aug 2007

SONA INFOTECH (P) LTD

POST: Customer Support Engineer

Roles and Responsibilities

- • Provide Hardware & Software support to customer End
- • Provide Data Recovery, Outlook & Password recovery support

- Technical support for Sco Unix and Red Hat Linux Server
- Win2k server & WinNT Serve with Clients
- Managing Centralized Antivirus on the Server

Educational Qualification :

• M.Sc. IT	–	[J.N.U. Jodhpur]	–	61.81%	–	1stDiv
• Graduation	–	[M.U. Bodhgaya]	–	53.10%	–	2ndDiv
• I T I (Mech Moulder)	–	[ITI Digha Patna]	–	79.42%	–	1stDiv
• Inter-mediate (12th)	–	[B.I.E.C. Patna]	–	48.60%	–	2ndDiv
• High - school (10th)	–	[B.S.E.B. Patna]	–	62.00%	–	1stDiv

Technical Qualification :

- **Cisco Certified Network Associate (CCNA)**
  Cisco ID – CSCO11205141
- **M. C. S. E. (On Windows 2K3 Server)**
- **Diploma in A+ Computer Hardware Engineering**
- **Diploma in N+ Advanced Networking Administration**
- **Diploma in Computer Software Application**
- **Systems Information Security Professional**
- **Ethical Hacking (CEHv7)**

Training Details of Server :

- HP C-Class Blade Server Training completed at Delhi in the year of 2008
- HP ProLiant server Training completed in Delhi in the year of 2008

Training Details of hp Workstation, Notebook & Desktop :

- HP commercial Desktop, Workstation & Notebook Training completed at Kolkata in the year of 2008.

Skills :

- Excellent knowledge of technical management, information analysis, and of computer hardware/software systems
- Excellent organizational and interpersonal skills
- Firewall, Cisco Router, and Switch Configuration
- Windows Server Administration and Windows Exchange Server 2003
- Active Directory Service (DHCP, DNS, Forwarder DNS, and other services)
- Centos Linux Server (System & Network Administration)
- Knowledge of AWS and Azure cloud environment
- Backup & Restore Services
- Maintain and Backup for Database (Microsoft Visual FoxPro/SQL Server 2019)
- Systems Information Security Professional

Expertise :

- Managing and maintaining client-server architecture network
- Ability to identify problems in system and network
- Administration of Windows 9X/NT/Me/2000/2003/XP/Vista/7/10/2008/2016/2019 networking
- Installation & Administration of SCO Unix and Red Hat Linux
- Installation and upgradation of operating systems, software, and hardware
- Data, Outlook (Mail), all Windows OS with Unix & Linux OS Password recovery
- Ability to develop new IT infrastructure for the new office setup as per the organization's requirements.
- Ability to quickly collect the latest technologies

Declaration:
I hereby declare that all the above information is true and correct to the best of my knowledge and belief. I know that if any discrepancy will be found in the above information, then I will be responsable.

Date:...../...../20.....

Place: ……………….. **(Jitendra Kumar)**