

# ARUNKUMAR M A

Madathikkudiyil, Pattimattam P O, Ernakulam, Kerala, India.683562.  
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**OBJECTIVE** An experienced professional with 10+ years of experience in Windows System and Network administration as well as Office documentation Software. Provides consistent performance and is capable of adapting to new technologies and knowledge.

**PROFESSIONAL EXPERIENCE** **System Administrator** February 2015 – December 2023  
SB Global Educational Resources Pvt Ltd, Ernakulam

- Server and System Administration.
- Network Administration
- Configuring and maintaining the networked computer system, including hardware, system software, and applications.
- Backup Server Data and User data
- Diagnosing and troubleshoot system hardware, software and network issues.
- Websites Backup and maintenance.
- Configure and manage Email services
- CCTV system and Biometric attendance system Configuration, Monitoring and maintenance
- IT Training support and coordination.
- Manage and monitor social media pages

**System and Network Administrator** January 2010 – January 2015  
Esperer Technologies, Ernakulam

- Installing and configuring networking hardware and software
- Monitoring network performance and troubleshooting issues
- Managing network security
- Setting up user accounts and permissions
- Providing technical support to users
- Creating and maintaining documentation

**Sales Associate** September 2007 – August 2008  
EVM Automobiles, Ernakulam

- Interacts with customers, offering assistance and responding to queries about products and purchases.
- Provides recommendations according to customer needs.
- Introduces promotions and new products to customers
- Resolve customer complaints and issues in a timely and professional manner.
- Contribute to team's sales goals

<b>EDUCATION</b>	Cisco Certified Network Associate (CCNA) (Completed) Microsoft Certified Systems Engineer (MCSE)	2008
	Electronics And Telecommunication, B-Tech (Completed) KMEA Engineering College, MG University, Kerala, India	2006
	Higher Secondary, Board of Higher Secondary Education Kerala, India	2002
<b>ADDITIONAL SKILLS</b>	Office Tools: <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft PowerPoint</li> </ul> Technical support Trouble shooting	
<b>PERSONAL DETAILS</b>	Spouse's Name: AMBILI C K Date of Birth: 07-02-1984 Passport No.: V0855847 Languages Known: English, Malayalam.	

#### **DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Thanks and regards,

Place: Ernakulam

Date:

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