ARUNKUMAR M A

Flat No.1204, City Tower -3, Near Al Nahda Park, Al Nahda, Sharjah, UAE.
Mob: +971 589580841, +91 9947187234, Email - makumar.arun@gmail.com.

OBJECTIVE

An experienced professional with 12+ 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, System and 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.
- 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
- IT asset management - Managing databases and information records for the organization's software and hardware, such as licenses, service contracts, and warranties

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

EDUCATION	Cisco Certified Network Associate (CCNA) (Completed)	2008
	Microsoft Certified Systems Engineer (MCSE)	
	Electronics And Telecommunication, B-Tech (Completed)	2006
	KMEA Engineering College,	
	MG University, Kerala, India	
	Higher Secondary,	2002
	Board of Higher Secondary Education Kerala, India	

ADDITIONAL SKILLS

Office Tools:
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Technical support

Trouble shooting

PERSONAL DETAILS

Spouse's Name: AMBILI C K
Date of Birth: 07-02-1984
Passport No.: V0855847
Languages Known: English, Malayalam.

<u>**DECLARATION**</u>

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

Thanks and regards,

Place: Ernakulam

Date: ARUNKUMAR M A