# DILEEP C

# CONTACT

+971 508686547

☑ dileepkc712@gmail.com

🛱 Palakkad, Kerala, India

# ACADEMIC CREDENTIALS

### COMPUTER SCIENCE AND ENGINEERING | 2014

- Luna Institute of Engineering Irinjalakuda

#### **HIGHER SECONDARY**|2011

- ASMM HSS Alathur
- Board of Higher Secondary Examination, Kerala, India

#### SSLC| 2009

- Lourde Matha High School Mangalam Dam
- Board of Public Examination, Kerala, India

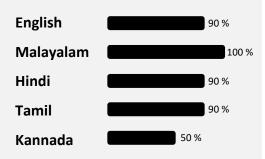
## **TECHNICAL QUALIFICATIONS**

- HARDWARE AND NETWORKING | 2017
  - Jetking

## COMPUTER PROFICIENCY

| MS Office     | **** |
|---------------|------|
| Tally         | **** |
| PHP and MySQL | **** |

# LANGUAGES KNOWN



### **PROFILE SUMMARY**

Experienced System Administrator and Process Executive with a strong background in managing IT infrastructure and coordinating end-to-end process execution. Skilled in server administration, network management, user support, security implementation, and system troubleshooting. Proven ability to ensure smooth operation, optimize processes, and maintain high-quality standards.

# KEY SKILLS



# EMPLOYMENT CHRONICLE

#### PROCESS EXECUTIVE | 08 Nov 2019 – 24 Feb 2023 AVANZE TECHNOLOGIES INDIA PRIVATE LIMITED

#### KEY RESPONSIBILITIES

- Ensure the quality of the data by conducting thorough verification and validation processes.
- Coordinated and managed end-to-end process execution, ensuring timely completion and adherence to quality standards.
- Analysed process data and metrics to identify areas for improvement and implemented streamlined process enhancements.
- Monitored process performance and resolved any operational issues or bottlenecks to ensure smooth workflow.
- Conducted regular audits and quality checks to maintain process accuracy and compliance with established protocols.
- Collaborated with cross-functional teams to streamline interdepartmental processes and promote efficient workflow.
- Documented and updated process documentation, standard operating procedures, and work instructions to ensure consistency and knowledge transfer.

#### SYSTEM ADMINISTRATOR | 03 May 2017 – 31 Sep 2019 E-SOLUTIONS INFOCOM

#### KEY RESPONSIBILITIES

- Manage and maintain computer systems, networks, and servers.
  - Install, configure, and update software and operating systems.
- Monitor system performance and ensuring high availability and uptime.
- Troubleshoot hardware and software issues.



## INTERESTS



Browsing Travelling

 $\longleftrightarrow$ 



Cooking

# REFERENCE

- Rakesh J, Rahim

   "Avanze Technologies India Pvt. Ltd"
   Manager Operations
   <u>www.avanzegroup.com</u>
   +91 70197 08545,
   +91 97310 82288

  Kiran raj –
   "E-Solutions infocom"
- "E-Solutions infocom" Managing Director <u>esolutionsinfocom@gmail.com</u> +91 9207115521

- Implement and maintain security measures to protect systems and data.
- Provide technical support and assistance to users.
- Conduct system backups and data recovery.
- Manage user accounts and permissions.
- Collaborate with other IT teams and vendors for system integration and upgrades.
- Document system configurations, procedures, and troubleshooting steps.

# PERSONAL DOSSIER

| Gender                            | : Male  |
|-----------------------------------|---|
| Date of Birth                     | : 12/12/1993  |
| Nationality                       | : Indian  |
| Marital Status                    | : Married   |
| Passport Number                   | : X5478610  |
| Permanent Address                 | : Kottenkode House  |
|                                   | Elavampadam PO  |
|                                   | Palakkad, Kerala, India   |
| Marital Status<br>Passport Number | : Married<br>: X5478610<br>: Kottenkode House<br>Elavampadam PO |

# DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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