

DILEEP C



CONTACT

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- 📍 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

English	<div></div> 90 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 90 %
Tamil	<div></div> 90 %
Kannada	<div></div> 50 %

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

Team Work	Work Ethic	Coordination	Organization
Multitasking	Documentation	Data analysis	
Customer service	Project management	Reporting	Planning

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


Gardening


Cooking

REFERENCE

- Rakesh J, Rahim
"Avanze Technologies India Pvt. Ltd"
Manager Operations
www.avanzegroup.com
+91 70197 08545,
+91 97310 82288
- Kiran raj –
"E-Solutions infocom"
Managing Director
esolutionsinfocom@gmail.com
+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

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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