**Rajesh.R**

**Contact:** 00971 50 7032942/WhatsApp55 7914416 **~ E-Mail:** rajeshnedum@yahoo.com

Dear Sir

**Over 22 years** of System & Network Administration, Technical Support, Project Management and Asset Management experience includes responsibilities such as networking concepts pertaining to LAN, WAN, security, IT communication, protocols, networking devices administration and maintenance in multi-platform environments.

I am currently associated with a **Shipping and Logistics Company, at Jebel Ali (Jafza), UAE** as **IT Administrator.**

While my resume is attached for your perusal, list of accomplishments indicative of my experience include:

* Took charge as user level PC and server support, delivered user support for WMS, created & managed user for WMS and provided server/ network and e-mail creation/ configuration support
* Maintained database and backup for WMS software developed by ATMS PLC; executed GUI and dynamic configuration for WMS (ATMS)
* Managed Windows NT/2000/2003/2012/2016 Server, Windows 95/98/2000/XP/Win10/Win11; assembled, upgraded and troubleshot computer systems and CCTV and other security systems.

I believe that my strong background in IT combined with my extensive experience, makes me ideally suited to this role. I am highly organised and self-motivated, have excellent communication skills, and thrive in high-pressure environments.

I bring to your company my years of relevant experience and my drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Thank you for your time and consideration.

Best Regards,

**Rajesh.R**

Enclosure: Resume

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| **DSC_1127a.jpg**  rajesh978@gmail.com  00971507032942/ 055 7914416(WhatsApp)  **RAJESH R NAIR**  **SENIOR PROFESSIONAL**  **System & Network Administration | Technical Support | Project Management | wms specialist**  ***Technically intuitive*** *professional with proven track record of devising effective IT administration strategies, targeting challenging assignments with an organization of repute preferably in* ***UAE*** | |
| Executive Profile   * An accomplished professionaloffering an experience of **over 22 years** across **India & UAE** in System & Network Administration, Technical Support, Project Management and Asset Management * Proficient in setting up & managing wide area / local area networks and security infrastructure * Highly skilled in directing IT initiatives while participating in planning, root cause analysis and implementation of network and security solutions * Expert in networking concepts pertaining to LAN, WAN, security, IT communication, protocols, networking devices administration and maintenance in multi-platform environments * A technocrat with exposure in managing projects on installation, maintenance, IT infrastructure development and technical support * Experience in configuration of networking devices, security, systems administration, disaster recovery management, and customer support for systems and software upgradation * Skilled in managing and administering user accounts, assigning group policies & permission to share folder and disk quota * Excellent communication & interpersonal skills with strong analytical, problem-solving and organizational capabilities   Education & Credentials   * B.Sc. (Electronics) from M.G. University, Kerala in 1999   **Other Courses:**   * Diploma in Computer Hardware Engineering from L.F.I.T.C., Kerala * Certificate of T-Level Exam from CEDTI (Centre for Electronics Design and Tech. of India) * Diploma in Computer Networking and Administration Engineering from G.M.I.T. (Grand Masters Institute of information Tech.) | Key Skills   |  | | --- | | Network Administration | |  | | System Administration | |  | | Technical Support | |  | | Solution Optimization | |  | | Installation & Configuration | |  | | Project Management | |  | | Techno-commercial Operations | |  | | Asset Management | |  | | Team Management | |  |   Soft Skills   |  | | --- | | Communicator | |  | | Innovator | |  | | Collaborator | |  | |
| Career Timeline  Diligent General Trading LLC, Dubai, UAE as Hardware Engineer  Laxmi Electrotek, Cochin, India as Manager Customer Support    Guideline Innovative Solutions Pvt. Ltd., Cochin, India as Asst. Manager Sales and Service  Nov’99-May’00  Jun’00-Dec’04  Dec’04-Feb’07  Feb’07 till date  Shipping and Logistics, Jebel Ali (Jafza), UAE as IT Administrator | |
| Professional Experience  **Feb’07 till date: Al Barrak Logistics, Jebel Ali (Jafza), UAE as IT Administrator**  **Dec’04-Feb’07: Diligent General Trading LLC, Dubai, UAE as IT Support Engineer**  **Jun’00-Dec’04: Guideline Innovative Solutions Pvt. Ltd., Cochin, India**  **Growth Path:**  Jun’00-Aug’00 Trainee Service Engineer  Sep’00-Feb’01 Service Engineer  Mar’01-Jul’02 Senior Service Engineer  Aug’02-Dec’04 Assistant Manager-Sales and Service  **Nov’99-May’00: Laxmi Electrotek, Cochin, India as Manager-Customer Support**  **Role:**   * Implementing and managing enterprise-wide, systems and network monitoring solutions using open-source tools * Coordinating for projects; monitoring activities and final execution of projects within the time and cost parameters * Assisting in the design and implementation of servers and rectifying network problems & conflicts * Suggesting improvements in the operations and processes to make the system proof identifying performance bottlenecks and taking adequate measures to rectify faults * Installing workstations, hand-held, servers, network services, and peripherals * Maintaining the network infrastructure, installation, migration, and configuration of network client workstations, managing local and domain-wide groups * Designing a backup strategy for sites; ensuring scheduled/ unscheduled backups as per backup plan & restoration * Conducting periodic reviews, analyzing calls & trends to take proactive measures to reduce knowledge-based calls * Leading the team of technical professionals during the development stages * Configuring redundancy in the servers for fault tolerance with user security and disk space management to optimize the server utilization * Developing vendors for sourcing products and solutions * Updating asset database for the customers; tracking asset movements and ensuring software and hardware assets are within control * Organizing training for end-users in the post-implementation phase   **Highlights:**  **At Al Barrak Logistics**   * Took charge as user level PC support, delivered user support for WMS, created & managed user for WMS and provided server/ network and e-mail creation/ configuration support * Maintained database and backup for WMS software developed by ATMS PLC; executed GUI and dynamic configuration for WMS (ATMS) * Comprehensive understanding of networking concepts pertaining to LAN, WAN, security, IT communication, protocols, networking devices administration and maintenance in multi-platform environments. * Adept in analysing information system needs, evaluating end-user requirements, custom designing solutions, troubleshooting for complex information systems management. * An effective communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management and significant experience working with steering committees and other project managers.   **At Diligent General Trading LLC**   * Managed Windows NT/2000/2003/2008/2016 Servers, Windows 95/98/2000/XP/; assembled, upgraded and troubleshot computer systems * Delivered hardware software & network support for corporate customers * Provided networking- LAN configuration, maintenance and structured cabling support   **At Guideline Innovative Solutions**   * Administered hardware and software purchases and sales * Led hardware & network support for different co-operative banks, schools, colleges and other corporate customers   Academic Project  ***Thyristorised Temperature Controller at Keltron Power Devices, Kerala*** | |
| Personal Details  **Date of Birth:** 27th March 1978  **Languages Known:** English, Hindi and Malayalam  **Address:** PO Box 261393, Dubai, UAE  **Nationality:** Indian | **Passport No.:** E0886689; valid till: 26/09/2021  **Marital Status:** Married | **No. of Dependents:** 3  **Visa Details:** Residence Visa  **Driving License:** Valid UAE Driving License | |