



ARUNJITH ULLASSAN

IT Administrator cum Asset Management

CAREER OBJECTIVE

To obtain a progressive career in the field of computer hardware / networking and Asset management with a view to career development. And wherein I can contribute to the vision of the organization, which can catalyze my development on professional and personal fronts.

BRIEF OVERVIEW

Total 9+ years of experience (3 years of UAE Govt experience) as IT Administrator and IT Asset Management. Experience in installation, configuration, maintenance & troubleshooting of computer hardware/ software & networking devices. An effective communicator with excellent analytical, relationship management and co-ordination skills.

INDUSTRIAL EXPERIENCE

- **AL THARWA COMPUETRS LLC, SHARJAH.** (Parent Company)
DESIGNATION : IT SUPPORT ENGINEER
- **Department of Municipalities & Transport,** (Client Location)
Abu Dhabi, UAE. (16 Dec 2019 to till now)

Role of IT Support engineer & Asset Management Consultant of different govt projects and private companies.

- **LITWIN PEL LLC, MUSSAFAH, ABU DHABI.**
DESIGNATION : IT ADMINISTRATOR
(11 Nov 2019 to 17 Dec 2019)

Worked as temporary IT admin for 35 days. Provided IT support for an engineering consultancy. (Engineer replacement for 35 days)

- **VIDAL HEALTH INSURANCE TPA PVT LTD, KOCHI.** (Client Location)
DESIGNATION : SYSTEM ENGINEER
- **Allied Digital Services Ltd, Mumbai.** (Parent Company)
(21 Dec 2017 to 1 Mar 2019)

Provided IT support and asset management of a healthcare industry.

- **WIPRO TECHNOLOGIES, INFO-PARK, KOCHI.** (Client Location)
DESIGNATION : DESKTOP SUPPORT ENGINEER
- **Pyramid IT Consultant, Noida, Utter Pradesh.** (Parent Company)
(8 Nov 2016 to 8 Nov 2017)

Provided Desktop / Network support for more than 3000 users in Wipro technologies, Kochi.

CONTACT INFO

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- arunjithcu@gmail.com
- Al Falah St, Abu Dhabi.

AREAS OF EXPERIENCE

- Computer Hardware & Networking
- Installations & Configurations
- Software Installation & Troubleshooting
- Windows Administration
- Asset Management
- RFID Barcoding
- Poster Designing & Video Editing

PERSONAL PROFILE

- Date of Birth : 27-04-1989
- Sex : Male
- Nationality : Indian
- Name of Father : C. K. Ullasan
- Hometown : Cochin, India

VISA & PASSPORT DETAILS

- Passport No : M0238639
- Passport Expiry Date : 22-07-2024
- Visa Status : Residence visa
- Visa Expiry Date : 12th Jan 2023

AREA OF INTEREST

System Administration

Network Administration

Asset Management

Desktop Support

OPERATING SYSTEMS

RedHat, Fedora, CentOS, Ubuntu,
Windows (Vista, XP, 7, 8, 8.1, 10, 11)

PERSONAL SKILLS

Penchant for learning new things

Analytical thinking, planning

Leadership qualities

Team facilitator

INTERESTS AND HOBBIES

Learning new things

Listening Music

Travelling

LANGUAGES

English, Hindi

Malayalam, Tamil

COVID-19 VACCINATION

Vaccinated (3 Doses)

- **BOM TV INC, PALARIVATTOM, KOCHI. INDIA.**
DESIGNATION : TECHNICAL SUPPORT ENGINEER
(15 Jul 2015 to 05 Aug 2016)

Monitoring of Streaming Servers, L2 Level Customer Technical Support, and Hardware & Network Support.

- **NAVY CHILDREN SCHOOL, KOCHI, INDIA.** (Client Location)
DESIGNATION : TECHNICAL SUPPORT ENGINEER
• **Next Education India Pvt Ltd, Hyderabad.** (Parent Company)
(13 Oct 2012 to 10 Jul 2015)

Worked in School for Desktop & Network Support. Provided e-learning application support also.

TECHNICAL QUALIFICATION

- ✓ Cisco Certified Network Associate (CCNA) Course Completed
- ✓ RedHat Certified Engineer Certification (RHCE)
- ✓ RedHat Certified System Administrator Certification (RHCSA)
RedHat Certification number: 130-085-715
From IPSR Solutions LTD, Ernakulum, Kerala, India (2013)

ROLES & RESPONSIBILITIES (IT Administration / Support)

- Install, Configure & Upgrade windows and Linux operating systems.
- Set up user accounts and workstations.
- Attending desktop hardware and software related issues and tasks.
- Giving file and folder access permissions for the users.
- User support and troubleshooting for windows and Linux clients.
- Configuration & maintenance of network printers & scanners.
- Ensure adherence to the SLA.
- Configuration & troubleshooting of e-mail client software. (MS Outlook, Mozilla Thunderbird, etc.)
- Administration and support of Microsoft Office 365.
- Configuration & troubleshooting of VPN Clients
- Overseeing firewall, LAN Switching & VLAN configurations.
- Client-side software installation, configuration, and troubleshooting.
- Managing IT Service management tools. (Manage engine etc.)
- Upgrade systems with new releases, patches, and upgrades.
- Administration of Active Directory domain controllers.
- Support of enterprise security solutions such as anti-virus.
- Administrating and maintaining the file servers.
- Monitor users' online activities, Website blacklisting/whitelisting.
- Provide support remotely using remote desktop tools.
- Implement the group policies for user accounts and workstations.
- Setup remote meeting using MS Teams, Zoom, Google meet etc.

REFERENCES

- **Mr. Sayir Ambalanchery**
IT Sales & Support Manager,
Al Tharwa Computers Trading LLC,
Sharjah, UAE.
E-Mail : sayir@atcomputerme.com
Phone : +971-554909933
- **Mr. Adarsh V**
IT Inventory and Asset Management,
Royal Group,
Abu Dhabi, UAE.
Phone : +971-566583959

ONLINE PROFILE



: [Linkedin/in/arunjithcu](https://www.linkedin.com/in/arunjithcu)

- Daily data backup. (iDrive etc.)
- Attending daily complaints/tickets.
- Administration of PBX server.
- Installation and Configuration of Wi-Fi Devices.
- Managing and monitoring CCTV and Cameras.
- Traveling to the user's location if needed.
- Configuration and maintenance of FTP, DHCP, SMTP Mail Server, VNC and fixing the issues at client machines.
- Root cause analysis and documentation of IT related issues.
- Vendor coordinator responsibilities.

ROLES & RESPOSIBILITIES (Asset Management)

- Create and maintaining fixed asset register for IT assets.
- Assigning assets to end users.
- Maintain store inventory.
- Asset movement co-ordination.
- Asset disposal co-ordination.
- Co-ordination with finance and admin team for documentation, barcode tagging and asset tracking.
- Overseeing contract renewals and vendor management activities
- Generating barcodes for IT assets, according to barcode structure.
- Printing the RFID & Normal barcodes and schedule a tagging process.
- Location tracking and physical verification of assets.

EDUCATIONAL QUALIFICATION

- **BSc Electronics (M G University, India) (UAE Embassy Attested)**
Aquinas College, Edacochi. (2012)
- **Vocational Higher Secondary in MRRTV (Kerala State, India)**
Panangad VHSE, Panangadu. (2006)
- **10th (Kerala State)**
Sacred Heart Higher Secondary School, Thevara (2004)

DECLARATION

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

Date :

Place : Abu Dhabi.

Arunjith Ullassan