

▶ ROHIT BHATT

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Objectives

A highly competent and organized IT OFFICER with experience of software procurement, installation, administration & compatibility. Possessing a proven ability to assist with the day-to-day running of an IT department and its business IT systems. Extensive knowledge of monitoring and controlling data security within guidelines to ensure compliance and report on possible improvements. Well mannered, articulate and able to act as point of contact for colleagues and external clients.

Looking for a suitable systems administrator position with an exciting, innovative and ambitious company that offers room for progression.

AREAS OF EXPERTISE

- ▶ System administration
- ▶ Server Configuration
- ▶ Network Configuration L1 and L2 support
- ▶ Exchange Server 2013/o365
- ▶ *Network Services Support and Management*
- ▶ *Security products like ISA Server and Cyberoam.*
- ▶ Linux & open Source
- ▶ Web Hosting and Web Development with IIS Server and Xampp Server
- ▶ Advance Programming Knowledge in PHP/MYSQL and .NET with C#
- ▶ Database Server : SQL Server 2008-R2, Phpmyadmin,

Experience

1. **IT OFFICER** (10-April-2013 –Current Time)
WINDLAS BIOTECH LTD

Acting as technical lead to identify and implement solutions to problems affecting IT services. Providing 1st/ 2nd Line and some 3rd Line support over the telephone, remotely and face to face to clients & internal staff members.

Duties:

- ▶ Installation and maintenance of all systems within a client's digital environment.
- ▶ Hardware and software supports, identifying network requirements, installing upgrades, monitoring network performance.
- ▶ Producing documentation on operational, system and user procedures & guidelines.
- ▶ Building, configuration and troubleshooting of server and desktop hardware.
- ▶ Providing advice on selection and purchase of IT equipment.
- ▶ Maintaining maximum availability of supported services for users.
- ▶ Obtaining quotes for supply of goods and services from suppliers.
- ▶ Designing, implementing and managing Active Directory.
- ▶ Monitoring the progress of third-party maintenance contract suppliers.
- ▶ Ensuring that support calls are logged and handled effectively and efficiently.
- ▶ Responsible for disaster recovery, closing security loopholes and access levels.
- ▶ Ensure adequate antivirus protection & solutions are maintained and updated.
- ▶ Identify and recommending improvements for E-mail applications & Web-page development.

KEY SKILLS AND COMPETENCIES

- ▶ Experience of working with some 3rd line projects Installation of HPLC Server.
- ▶ Knowledge & understanding of backup technologies, L1 and L2 Network & disaster recovery methods.
- ▶ Good understanding of: Server Hardware Technology, UNIX, SQL, LANs, WANs.
- ▶ Experience of: VMWare, Windows 2003, Active Directory Group Policies, TCP/IP, DNS.
- ▶ Experience in o365 and Exchange server 2013

2. **Web Developer** (01-July-2011 –01-March-2012)
Techno Train

Duties:

- ▶ Project analyses and taking client requirements.
- ▶ Database Design to enhancement the project complementation.
- ▶ Web Hosting in different environments.
- ▶ Project Training class for B-Tech or M-Tech Students.

ACADEMIC QUALIFICATIONS

- ▶ Graduate in BCA from CIMT Collage affiliated from HNB Garhwal University 2011
- ▶ **12th** from CMA Dehradun affiliated CBSC Broad . (2008)
- ▶ **10th** from S.G.R.R Public School affiliated CBSC Broad . (2006)

EXTRA CURRICULAR ACTIVITIES

- ▶ Internship Training in BSF 73 BTN Tripura Project Organized by NIIT as Networking Implementation and Training.

PERSONAL INFORMATION

Father's Name : Late,Rakesh Bhatt

Date of Birth : 05-dec-1990

Marital Status : Single

Permanent Address : 27, Rajesh Colony Raipur Road
Dehradun – 248001

Languages Known : English, Hindi

