

A.ARUN

Network & System Administrator

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PROFILE

To leverage 5 years of hands on experience in network and system administration, ensuring high availability, security, and efficiency of IT infrastructure, while contributing to the organization's growth through proactive problem-solving and continuous optimization.

EDUCATION

Udaya college of arts and science	2022
Msc.Information Technology	Kanniyakumari
Udaya college of arts and science	2019
Bsc. Information Technology	Kanniyakumari
Bapuji Memorial Hr. Sec School	2017
HSC	Manavalakurichy

PROFESSIONAL EXPERIENCE

CKB GROUPS	07/2024 – Present
IT Executive/System Admin	Poonamallee, Chennai
Administer and maintain Windows-based servers, including Active Directory, file servers, storage servers, and ERP servers.	
Models: windows server 2012,2016,2025	
- Manage and configure NAS storage solutions for centralized data access and backup. - Monitor and secure the network infrastructure, including firewalls, routers, and switches, ensuring secure and stable connectivity.	
Firewall: Fortigate 80 (security rules, VPN setup, web filtering, and traffic).	
- Implement and manage Group Policy Objects (GPOS) DNS, and DHCP services. - Coordinate with ERP vendors for server maintenance, upgrades, and troubleshooting. - Configure Outlook email accounts and troubleshoot connection issues on desktop and mobile platforms. - Support users with Office 365 mailbox problems, including password resets and permission management.	
KMMC Medical college and Hospitals	06/2022 – 06/2024
Network & System Administrator	Muttom,
Servers: Installation, configuration & maintenance (Windows 2016)	
File Server, Application Server, Desktop Server	
Networking: LAN/WAN, switches, routers, IP configuration	
IP address, Subnet, VLAN, DHCP, DNS, Gateway	
- Network connectivity issues, and ensure uptime. - Email: Configuration, troubleshooting, user support	
Gmail Web Interface and App Support Mobile sync & Configuration	
Security Systems: CCTV Camera	
NVR/DVR setup & maintenance ESSL Biometric systems & Device	
- Remote Support: TeamViewer, Any desk, Ultra Viewer - Operating Systems: Windows, Linux	
Windows 7, 10,11, Ubuntu	

Desktop Engineer

- Installed, configured, and upgraded desktops, laptops, printers, and peripheral devices.
- Resolved hardware and software issues.
- Managed user accounts in Active Directory and reset passwords, assigned permissions.
- Supported Microsoft Office 365 suite and configured Outlook profiles.
- Maintained IT Inventory records and ensured proper asset tagging and documentation.

CERTIFICATIONS

- Cisco Certified Network Associate (CCNA)
- Front office Administrator
- Front of Associate - DDU GKY

TECHNICAL SKILLS

- Data Backup & Recovery
- Router & Switch Configuration
- System Installation
- MS-Office
- Active Directory
- NAS Storage
- Troubleshooting
- System Hardware
- OS Installation
- Network Cabling & Crimbing
- Software Management
- Server Os Installation
- Bio-Matric Device Configure (ESSL, BIO-MAX)
- CCTV Configuration and Installation.
- Printer Installation & maintainence.
- Desktop Build

SKILLS

- Project Management
- Time Management
- Critical Thinking
- Public Relations
- Leadership
- Teamwork
- Effective Communication

ADDITIONAL SKILLS

- Adobe potoshop
- Drone Pilot
- Wondershare Filmora
- Pavroll
- Camera Handling
- Documentation & Asset Maintenance

LANGUAGES

English
Tamil

Malayalam

DECLARATION

I hereby declare that the information provided in this resume is true, complete, and accurate to the best of my knowledge.