

# CURRICULUM VITAE

PAWAN KUMAR SINGH

H.S 290/6, OM Sai Enclave,  
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: KMG2077-Pawankumarsingh



Mob.: +91 9458668920

## Career Objective: -

Dedicated System Administrator with 6 years of experience in managing and maintaining IT infrastructure. Adept at ensuring system availability, security, and performance. Proficient in administering Windows, troubleshooting hardware and software issues, and providing technical support. Strong problem-solving skills and a commitment to continuous improvement.

## Education Qualification: -

STANDARD	BOARD/UNIVERSITY	YEAR	PERCENTAGE
GRADUATION B.A (Regular)	Deen Dayal Upadhyaya Gorakhpur University, Utter Pradesh	2016	51%
INTERMEDIATE	Utter Pradesh Board	2013	61%
MATRICULATION	Utter Pradesh Board	2009	64%

## Technical Education: -

- ❖ 1.6 years advanced diploma in **computer Hardware & Networking** from **Jetking**, New Delhi.
- ❖ Red hat Certified System Administrator (**RHCSA**).
- ❖ Microsoft SQL server (**RDBMS**).
- ❖ Microsoft PowerBi Desktop.

## Career Summary

### **Sr. Executive IT Support**

"RR Kabel Ltd", 10<sup>th</sup>-Sep-2024 to till now"

(401, 4<sup>th</sup> Floor Business Square Building 32, Sec-44, Gurugram, Haryana 122003)

## Job Responsibility: -

- ❖ End-user support related to **Internet, END Point & IT Assets** including (Hardware & Software).
- ❖ System support & management including OS installation and troubleshooting (Laptop, Desktop), etc.
- ❖ **Kaseya cloud remote** management & patch management tool.
- ❖ **Veem Backup management** tool for system and server backup & restore tool.
- ❖ Active directory user & computer management.
- ❖ Managing and administrating all user domains and accounts **Group Policy Management**.

- ❖ End-Point management “**Sophos Central XDR X** and **Kaspersky Cloud-based**.”
- ❖ Maintaining the update of track of Patches on all servers in a cycle Every Month.

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## Executive Network Admin

“KMG IT SERVICES PVT LTD”, 10<sup>th</sup> – Feb-2021 to 30<sup>th</sup> Sep- 2023”  
(Plot no. 262, Udhog Vihar, Phase IV, Gurugram, Haryana 122015)

### Job Responsibility: -

- ❖ End-user support related to **Internet, END Point & IT Assets** including (Hardware & Software).
- ❖ Firewall management includes “Port forwarding, VPN, policy, rule & maintenance” (**Cyberoam cr50ing, Sophos XGS2100**).
- ❖ Installation & configuration, **Backup & Restore of Active Directory (AD)** and **DNS**.
- ❖ Managing and administrating all user domains and accounts **Group Policy Management**.
- ❖ Hands-on experience in Group Policy Management, **Window deployment service**, and **software deployment** through GPU in ADDS.
- ❖ Administered change management related to server upgrades and software installation.
- ❖ Managed Windows 2012/216/2019 servers and troubleshot technical issues involving network, hardware, and operating systems.
- ❖ End-Point management (**Kaspersky Cloud-based**) & Antivirus (**MacAfee security**).
- ❖ Maintaining the update of track of Patches on all servers in a cycle Every Month.

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## System Administrator L1

“NYS COMMUNICATION PVT. LTD”, 14<sup>th</sup> -Aug-2019 to 31<sup>th</sup>-Jan-2021 “  
(B – 97, 3rd Floor, Sector – 67, Gautam Budha Nagar,  
Noida – 201301)

### Job Responsibility: -

- ❖ End-user support was related to **Network, VPN, Firewall, END Point & IT Assets** including (Hardware & Software).
- ❖ Installation & configuration, Backup & Restore of Active Directory (**AD**) and **DNS**.
- ❖ Administered change management related to server upgrades and software installation.
- ❖ Hands-on experience with Azure Cloud machine creation & Mange their resources.
- ❖ IIS Web server support like **Website + FTP sites** deployment on IIS Version (8.5 & 10.0) and its maintenance.
- ❖ Hands-on experience in '**SSL Certificate**' deployment and '**CSR**' generating process.
- ❖ **Microsoft SQL Server** administration support (2012,2014,2016,2019).
- ❖ Design database Backup and Restoration Strategy and monitor the backups that are being performed regularly on SQL servers (2012,2014,2016,2019).

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## IT Technician

“TAJ COMPUTER SOLUTIONS PVT LTD” From 07 -Nov-2017 to 31 -may-2019”  
(B-2/28, Mohan Cooperative Industrial Estate, Badarpur, New Delhi 110044.)

## Job Responsibility: -

- ❖ **Assembling/Disassembling** IT Assets like (Laptops, Desktop, Rac Server, Tablets).
- ❖ Inspection & Troubleshooting IT Assets like (Laptops, Desktops, Rac servers, workstations, and Tablets).

## Professional Affiliations: -

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- ❖ Microsoft SQL Server (RDBMS).
- ❖ Microsoft PowerBi Desktop, Advance Excel.
- ❖ Firewall Management (Cyberoam cr50ing, Sophos XGS2100).
- ❖ End-pint Management (Sophos Central, Kaspersky Cloud Security).
- ❖ Jira Atlassian.

## Interpersonal Skills: -

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- ❖ Excellent Analytical & Problem-solving skills.
- ❖ Creative & Hardworking.
- ❖ Good management skills & Team player.
- ❖ Consider time as an important parameter while working without compromising on quality.

## Personal Profile: -

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|----------------------------|---------------------------------------------------------------------------------|
| ❖ <b>Fathers Name</b>      | : Mr. Kedar Singh                                                               |
| ❖ <b>Date of birth</b>     | : 1 <sup>st</sup> July 1994                                                     |
| ❖ <b>Gender</b>            | : Male.                                                                         |
| ❖ <b>Marital Status</b>    | : Unmarried.                                                                    |
| ❖ <b>Nationality</b>       | : Indian.                                                                       |
| ❖ <b>Languages Known</b>   | : English, Hindi.                                                               |
| ❖ <b>Permanent Address</b> | : House No-104, Vill-Manjhria, Post-Gauri Jagdish, Dist- kushinagar-274406(U.P) |

## Deceleration: -

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I '**Pawan Kumar Singh**' hereby declare that the abovementioned information is correct to my knowledge I bear the responsibility for the correctness of the above-mentioned particulars.

Date: - - -2025

Time: -

Signature: