SURESH S

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📱 **PHONE**

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✉ **EMAIL**

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SKILLS

- Microsoft 365
- Active Directory
- Group Policies
- Network Administration
- Endpoint Security
- Microsoft Exchange
- Hardware and software monitoring
- IT Infrastructure development

▼ Professional Summary

Knowledgeable Network Administrator qualified to upgrade software and hardware while monitoring network performance. Enthusiastic professional with a background in implementing cyber security products, including firewalls and antivirus software. Experienced IT Administration with over 6 years of experience in various sectors. Excellent reputation for resolving problems and improving customer satisfaction. Methodical IT Administrator with maximizing human and technical resource contributions to optimize business operations. A proponent of integrating emerging technologies to heighten IT activity efficiency.

▼ Work History

JAN 2021 – Current
Senior System Administrator. Team Computers Bangalore

- Execute, manage, and lead Office 365 operations.
- Troubleshoot and customize Office 365 applications including Word, Excel, One Note, Teams, Outlook
- Analyze, develop and communicate key Onboarding process and technology improvements for Office 365 Onboarding for the deployment cycle.
- Active Directory support and Administration (Group policy, permissions, account provisioning)
- Exchange/Office 365 support, maintenance, and administration (Account provisioning, distribution group creation). SharePoint administration and support
- Responsible for all technical aspects and implementation of an IT office infrastructure.
- DHCP and DNS administration and troubleshooting of the related issues.
- Responsible for server administration tasks including User accounts and files sharing permission maintenance, group policy, VM Ware administration, and development of documentation for future IT use.
- Responsible for resolving day-day hardware and software issues including desktop and network administration.
- Provide technical assistance, support, and troubleshooting in the resolution of system communications failures and conflicts.
- Office 365 training.

▼ Work History

JAN 2018-NOV 2020
SYSTEM ADMINISTRATOR CORTEL HEALTH CARE PVT LTD - CHENNAI

- Managed, designed, and implemented network infrastructure solutions that fit best practices for the company.
- Involved in the team of data center operations to perform duties like administration and deployment of Cisco routers and switches according to the organization's requirements.
- Primary person to interact with all IT-related vendors to negotiate technology, and services, and negotiate the best pricing.
- Repaired, updated, and moved networking equipment as needed as well as set up rack and servers, and ensured proper cabling implementation.
- Assisted with the implementation/migration of new and existing offices working with vendors, and circuit providers, and ensuring all network devices were configured properly.
- Worked with technical desktop support to troubleshoot and support end users on a day-to-day basis concerning network printers, desktops, and wireless.
- Designing, implementing, and testing wireless, Local Area Networks (LAN), Wide area networks (WAN), internet, and other data communications systems and segments.
- Managed data backups and disaster recovery operations for the company.
- Attended team meetings and provided comments on the existing network and recommendations to improve the current network performance.
- Configured, implemented, and troubleshoot routers and switches with various account settings, permissions, and parameters including security firewalls.

JAN 2014 - FEB 2017
IT ENGINEER - AARTHI SCAN & LABS PVT LTD. BANGALORE

- Managed and monitored all installed systems for the highest level of availability.
- Managed installation, upgrade, and deployment projects and provided on-site direction for network engineers.
- Worked closely with customers, internal staff, and other stakeholders to determine the planning, implementation, and integration of system-oriented projects.
- Led and assisted technical upgrade projects for clients by working and coordinating with consultants and developers for integrations.
- Resolved issues related to operational components for LAN, WAN, and voice systems.

- Installed, configured, tested, and maintained operating systems, application software, and system management tools.
- Installed, maintained, and repaired Ethernet network connections and telephone connections.
- Performed troubleshooting, technical support, and maintenance of third-party commercial client-server applications, Microsoft operating systems, Cloud PBX phone systems, and all other related information and office automation systems.
- Installed, configured, maintained, and troubleshoot desktop computers, WAN and LAN equipment, local printers, scanners, copiers, and other peripherals as needed.

▼ Education

Course/Degree	School/College/University	Year of Passing
B.COM	Madras University	2013
Diploma In Computer Hardware & Basic Networking	ACCL, Kerala	2006
Plus Two	Goverment. Hr. Sec. School - Ayikudi	2004
SSLC	Goverment. Hr. Sec. School - Ayikudi	2002

▼ References

➢ **Mr. Seenivasan**
IT MANAGER AARTHI SCAN & LABS PVT LTD.
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➢ **Mr. Vignesh**
HR Manager (TEAM COMPUTERS)
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