

RAJAN KUMAR
CENTER MANAGER

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CAREER OBJECTIVE

To obtain a challenging and rewarding position in System & Network Administration with an Organization that gives me the scope to share my knowledge and skills in accordance with the latest trends and be a part of team of an organization that dynamically works towards the growth of Organization and gives the satisfaction thereof.

KEY BEHAVIOURS

- Positive Thinker, Bright, motivated and driven, with a thirst for digital knowledge.
- Business focused & customer focused, Enjoy to knowledge sharing and networking.
- Enthusiastic, analytical, creative, innovative and confident.
- Reliable, flexible and cooperative, Ability to work well within a team as well as on own.

RECRUITMENT / RESOURCING

- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources.
- Sourcing and screening resumes, conducting recruitment, scheduling & interviewing candidates, discussing offer & issuing offer letter, making of salary fitment and handling joining formalities.

EMPLOYEE RELATIONS

- Handling the grievances arising within the Company and developing effective and productive relation between the Employee and Management.
- Ensuring Workers participation in Management, through various Channels.

PROFESSIONAL SUMMARY

- IT Professional with 3+ Year Experience in IT infrastructure.
- Skilled in providing customer and end-user help desk support. Excellent communication and Presentation capabilities.
- Expert in LAN, Network Administration, SIP Configuration.
- Experienced in providing motivation, guidance and up-to-date networking consultancy service to both colleagues and clients.
- Experienced in online resource management and day to day database updating through ERP.
- Functions as the primary Systems Administrator for Unix and Windows servers.

- Configures and documents new servers, programs and applications. Oversees file server utilization
- Manages security and integrity protocols of system according to standards.
- Collaborates with Systems Team to create and update security audit measures for all systems.
- Working on programs and applications to support operations i.e. ERP, Attendance System.

ACCOUNTABILITIES

- Site Preparation.
- Vendor management.
- Supports Site Preparation.
- Mobilization.
- IT Training.
- Providing Technical
- Develop and execute recruiting plans.
- Handling Employee Relation.
- Handle disciplinary actions.
- Participate in full recruitment cycle, from screening to offer letter.
- Releasing offer letter.
- Managing manpower Salary sheet.
- Providing data related Manpower.
- Strong team handling skills.
- Taking care of Joining Formalities and Induction.
- Conducting Employee engagement activities.
- Work on various methods for sourcing of candidates.
- Conducting interviews and close the positions as per the given deadlines.
- Administrative duties and recordkeeping.
- Develop a pool of qualified candidates and build network of passive candidates in advance of need.

TECHNICAL SKILLS

Languages: HTML, JAVA Script, CSS, PHP, Wordpress, My SQL, PHOTOSHOP, C, C++.

Platform Knowledge

Microsoft - Windows XP, 7, 8, 10, UNIX troubleshooting, Active Directory Users & Groups, Policies & Server Configuration.

Tools Used

- ERP - for online Enterprise Resource Management Planning and database management. Module creation & designing guidance.

Hands on Online Portals

- MRIGS Portal (Monitoring & Regulation for Improved Governance of Skills)
- Kaushal Panjee (For Skill Register aims to be the first step for any rural youth looking for getting skilled or starting a business).
- MPR Portal (Kaushal Pragati For DDUGKY Project Monitoring and Data Management)
- Skill India & SDMS Portal for Skill Development Data Management.
- E-Procurement Portal Indian Government for Online Bidding and Tender Submission.
- Web Application ERP System Work Module Planning and Designing for Enterprises, Project and Human Resource Management System.
- Google Classroom and Form for DDUGKY-MH.
- Skill Attendance Portal operation as Nodal Officer, and Problem Resolving with Coordination of AEBAS State/Central Team.
- ERP Attendance Portal

PROFESSIONAL EXPERIENCE

✓ **Surya Wires Pvt. Ltd. (P)**

Position – Centre Manager for DDU-GKY Project.

Place - Ranchi (Jharkhand)

Responsibilities – Guiding the mobilization team, Maintain centre as per SOP, Guiding the mobilization team, Maintain Training Quality, Placement of trained candidates, Co-ordination with State Head, Q Team and MIS Head for documentation, record keeping as per guidelines of DDUGKY, Controlling the Administration of the centre, Looking after the Human Resource at the Centre, Responsible about the Assets in the Centre, Counselling the Newly Registered Candidates, Arranging the Staff for the Centre whenever necessary, Maintain the Files and other docs in Centre, Directing the New Candidates about their Future Job Responsibility Handling Operations of centre, Manage centre issues.

Experienced In – Mobilization, Operation, Maintaining Training Quality, Placement of trained candidates, Documentation, Payment follow up with Govt.

✓ **Surya Wires Pvt. Ltd. (P)**

Position – IT & State MIS for DDU-GKY Project.

Place - Ranchi (Jharkhand)

Responsibilities - Configure Rules and Alerts user management, anti-spam activities, CCTV Monitoring, Backup & Restore, Local LAN & Network related troubleshooting, MIS, IT Infra Structure Suggestion and Maintenance, Network Securities Firewall and other tools, Remote user Support, Web app and ERP Administration. Providing End to End IT & Network Support as per the requirements of the position in company, Handling Operations of centre.

Experienced In – Kaushal Pragati Portal (MPR), Kaushal Panjee Portal, MRIGS Portal, and other Skill India Portals, Smart classes Administration, School Coordinator

MIS System - ERP System for Data and Enterprise Management Working as State Admin.

✓ **EdiQue solutions Pvt. Ltd.**

Position- District Coordinator

Project- ICT (Jharkhand)

Responsibilities - Guiding the mobilization team, Guiding the mobilization team, Co-ordination with Project Manager and MIS Head for documentation, record keeping, Controlling the Administration of the district, Provided technical support to school, providing an expertise training to School coordinator and faculties to handle system and smart classes based teaching, diagnosis, resolution, and escalation via helpdesk system, telephone, and remote support tools. Handling operations of school administration and DEO Office related to Gov. portals for entire school, Participations on providing sessions for government teachers for user friendly handling of portals. Troubleshooting Software/Hardware & Network related problems. Looking after the Human Resource, Responsible about the Assets in the Schools, Counselling the Newly deployed staff, Arranging the Staff for the School whenever necessary, Maintain the Files and other docs, Handling Operations of all schools.

Experienced In – Mobilization, Operation, Maintaining Training Quality, Documentation, Payment follow up with Govt.

✓ **TAI**

Position- Business Development Manager

Project- ICT (Jharkhand)

Responsibilities - Following up new business opportunities and setting up meetings Planning and preparing presentations, Communicating new product developments to prospective clients, Overseeing the development of marketing literature, Writing reports, Providing management with feedback.

✓ **IITES Ranchi.**

Position- Web/Software developer

Project- Informational & E-Commerce

Responsibilities – Compile and analyse customer requirement, Make attractive layout according to customer requirement, Make DFD and brief to customer, Complete the project within time line in suitable language.

✓ **Dewsoft**

Position- Marketing Manager

Project- Computer Package

Responsibilities – Analyse Market and explain product benefits, Make understand about all the project to customers, Provide technical support, Complete all the procedure for joining if he/she interested for business.

ACADEMIC QUALIFICATION

Year of Passing	Examination	Institute Name	University/Board
2019	ESOP	ESOP	
2018	TOT	ITAC	
2017	MCA	IGNOU	IGNOU
2014	BCA	IGNOU	IGNOU
2009	Intermediary (PCMB)	P.T.P.S College, Patratu	JAC
2006	Matriculations	P.T.P.S High School, Patratu	JAC

PERSONAL SKILLS

- Learning Skills.
- Time Management (Punctuality).
- Social Skills.
- Net Surfing.
- Singing.
- Listening to Music.
- Watching Movies.

PERSONAL DETAILS

Date of Birth : 29 Nov 1991
Father's Name : Mr. Ravindra Prasad
Language Known : Hindi, English
Marital Status : Single
Present Address : Ratu Road, Ranchi

DECLARATIONS

I do hereby declare that the information given above is true to the best of my knowledge.

Date: -

Rajan kumar