<div align="center">**CURRICULUM VITAE**</div>

MANISH KUMAR YADAV
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Objective
To work in a positive environment that provides opportunity to gain new experience and utilize my knowledge for development of the organization.

Work Experience:

Total 10th year 2nd Month experience as a **Windows & Network System Administrator**.

Summary of work Experience

S. No	Organization	Joining Date	Leaving Date	Duration
1	VI-SON Cable Pvt. Ltd (Pune)	8th –Jan-2020	Continue	
2	AIS Distribution Services Limited (Formerly Asahi India Map Auto Glass Limited)	24th –June-2019	3rd –Jan-2020	7th Month
3	Minda SAI Limited (Component division)	21st –Sep-2017	10th-June-2019	1 Yrs. 9th Month
4	International Tractors Ltd. (SONALIKA)	30-Nov-2011	16th-Sep-2017	5th Yrs. 10th Month
5	Micro Clinic India Pvt. Ltd. (Delhi)	28-Sep-2010	29-Nov-2011	1 Yrs. 2 Month

Currently working as a **Assistant Manager-IT** with Vi-SON Cable Pvt ltd, Pune are group of VI-SON Group of companies Established in 1997, Having its corporate office in Mumbai, Vi-Son Group has established five ultramodern manufacturing units in a short span of seventeen years since inception. These units are situated in industrialized location of Pune, HP, Dadra, Daman and Nasik. Vi-son has an impactful MARKET presence as an ISO/TS 16949:2002 certified manufacturer, supplier and exporter of an unmatched array of products such as PVC Compound, Wire & Cables, Integrated Wiring Harnesses, Battery Cables, Power Cords & High Duty Lugs and Terminals These products are manufactured by using fine quality raw materials and implementation of innovative technology.

Assistant Manager-IT Department

Job Responsibilities: -

- Administration/ Manage of SAP B-1(Business portal application)
- Manage and troubleshooting of Yahoo bizmail admin portal for crating / deleting of new mail account.
- Internet access troubleshooting manage and troubleshoots **Fortinate & Cyberoam firewall, configure and update Internet access policy and including create virtual host and mapped local IP to Public IP, create host and group add user to these group for restricted internet access. Troubleshoot routing issues on firewall for VI-SON Group.**
- Create and configure **VPN** client users.
  Outlook 2007/2010/2013 above installation configuration and troubleshooting.
- Manage and troubleshooting Network issue related to LAN / WAN by taking control of layer3 switch.
- Troubleshoot Windows Operating system and application related issues.
- Virus protection and Eradication.
- IT Server and Services Up gradation – (A). Connectivity with Logs Analysis Dashboard (Visualise tool) (B). Remote User Backup (C). Training and IT Awareness programs.

- Remote desktop connectivity applications like Team Viewer, Anydek, ShowMypc, WebEx, and Live.
- Day to day resolving the software, hardware, mails & network related issues resolved with all workstation in corporate building and calls Manage form call management software V1.0.
- Top Management issues resolve day to day like: - Chairman, M.D., E.D, V.C, and other senior employees.
- Vendor Management, Software (Purchase Microsoft Licenses) hardware Purchase, ISP Follow-up regarding Internet related issues. ISO IT Audit Preparation.
- Manage Quick Heal antivirus Server, Active Directory Server & FTP Server logs.
- Manage MPLS and P2P, Internet Lease Line Network.

Router and UTM

- **SonicWALL Firewall /CYBEROAM firewall, Linksys Wireless Router, DLINK, etc.**

Operational Management

- Finishes the work according to policies of the company
- Deals with power outages, black holes, network failures and make sure that main network is stable.
- Carries out inspections on regular basis on network performance and prepares final reports for management.
- Takes the help of technical experts from the organization or from outside to solve a problem.
- Fault handling and escalation identifying and responding to faults in system networks,
- Customer support and ticket resolution
- Performs Change Management and Problem Management tasks relevant to the NOC including monitoring changes and implementation approval of changes.
- Investigates, troubleshoots and fixes problems on relevant systems, Coordination and follow-up.
- Coordination and administrative tasks.

Planning and Performance Management

- Ensures maximum possible service availability and performance
- Provisions customer network services on core network
- Supervises the functioning of network components and makes sure that they are active and problem free.
- By the application of essential software and hardware tools, detects and identify the nature of the problem and use proper precautions to solve the problem

Knowledge/Technical Skills

- Should be able to solve different network problems which may include those that cannot be resolved using typical methods.
- Should be able to think ahead in order to use special measures.
- Should be able to understand information in different formats such as pictorial, verbal and print representations.
- Should have good communication skills and problem solving capabilities in addition to technical knowledge.
- Good communication skills and understanding of various cultures
- Presentation Skill.
- Good IT Computer Applications Skills.
- Analytical and flexible Skills.
- Ability to work under pressure and for long time.

 AIS Distribution Services Limited (ADSL) and AIA are the group companies of Asahi India Glass Limited (AIS). Established in 1984, AIS is India's leading integrated glass Solutions Company and a dominant player in the car glass segment commanding over 75% of the Indian market.
ADSL is the distribution arm for AIS automotive glass product portfolio, ensures that the aftermarket has quick and easy access to AIS Auto glass. AIA is in the business of repackaging and marketing of automotive adhesives of AIS, deals primarily in procurement and distribution of windshield and other automotive adhesives. ADSL is today leading the way in providing world-class auto glass products across the breadth of the country, serving an ever-increasing base of customers – from large dealers and retailers to the smallest of spare part retailers and garages. A network of 46 depots and 70 delivery vans deployed, it gives ADSL a PAN India coverage.

Assistant Manager-IT Department

Job Responsibilities: -

- Administration/ Manage of ERP Software (Plumbsoft) ERP Portal (Business portal application)
- Manage and troubleshooting of Rediffmail admin portal for crating / deleting of new mail account.
- Internet access troubleshooting manage and troubleshoots **Fortinate firewall, configure and update Internet access policy and including create virtual host and mapped local IP to Public IP, create host and group add user to these group for restricted internet access. Troubleshoot routing issues on firewall.**
- Virus protection and Eradication.
- IT Server and Services Up gradation – (A). Connectivity with Logs Analysis Dashboard (Visualise tool) (B). Remote User Backup (C). Training and IT Awareness programs.
- Manage MCAFEE antivirus Server, Active Directory Server & FTP Server logs.
- Manage MPLS and P2P, Internet Lease Line Network.
- Installation and configuration of Active Directory services and policy implementation in Windows Server2012 R2.
- IT Server and Services Up gradation – (A). Connectivity with Logs Analysis Dashboard (Visualise tool) (B). Remote User Backup (C). Training and IT Awareness programs.
- Maintenance of HR Payroll System coordinate with vender as per requirement, and related systems online ESS, Mobile App & VMS System.

Minda SAI Limited (Component division)

Spark Minda, Ashok Minda Group (erstwhile MINDA Group) has a major presence in Global Automotive Industry and is one of the leading manufacturers of automotive components for the OEMs. The US $539 Million Group, with a workforce of more than 16,000 is catering to the leading Passenger Vehicle, Commercial Vehicle, Motorcycle & Scooter, Off-road Vehicle & Tier 1 Manufacturers in India with presence in Germany, Poland, Czech Republic, Mexico, China, Indonesia, Vietnam, Uzbekistan and Japan. We also serve to after market segment in India through a strong dealer distributorship of about 500 dealers. Both within OEMs and the Aftermarket.

Senior Engineer-IT Department

Job Responsibilities: -

- Manage and troubleshooting outlook 365 email client. Creating rules and alert. Backup and restore outlook data.
- **Outlook 2007/2010/2013 above installation configuration and troubleshooting.**
- Internet access troubleshooting manage and troubleshoots **SonicWALL Firewall /CYBEROAM firewall, configure and update Internet access policy and SonicWALL Firewall /CYBEROAM firewall including create virtual host and mapped local IP to Public IP, create host and group add user to these group for restricted internet access. Troubleshoot routing issues on firewall.**
- Installation and troubleshooting of Computer, laptop, MacBook hardware and peripheral devices.
- Ensuring, Efficient Data management & "0 %" Data Loss and Regular Scheduled Backups of Server Monthly/Daily of all **MINDA SAI** Units.
- IT MIS, Unit and Centralized, IT Audit Clearance and Group IT Policy Adherence (85% Score achievement) – MSL-CD Gr. Noida.
- Maintaining Complete IT Infrastructure including H/W Software, UPS, and Server Applications & Timely Delivery of Services and Regular activities. Also Active Support for Systems like Telecommunication, EPBX, CCTV, Bio-matrices ESS and HR Payroll System.

Employee training and development: -

(A.) **Engineering Design Software Tools Training**
CAT MCE HDX (DP2 Configuration), CAT MC, CAC (Configuration), Hybrid Design 2 (HD2), DMU kinematics simulator 2 (KIN), NX S/W & DOC media Site Set Windows, UG (NX Mech Designer- Node Locked), PTC Creo Tool Design Ext. & PTC Creo Parametric Essentials Floating, Solid Work, Auto CAD Autodesk LT 2018 & 2019.
(B). SAP (C). MSOFFICE (D).IT Related: - WebEx, VC, VOIP, HR Payroll, Mail O365.
- Develop and standardize IT policies and procedures (Improve IT audit score: - (A). Audit systems and assess their outcomes Preserve assets, information security and control structures (B). Deploy of 100%IT Policy)
- Maintains network facilities for continuous performance.

International Tractors Limited (SONALIKA) International Tractors Limited, manufacturer of SONALIKA Farm Equipment and Tractors under the brand name 'SONALIKA' has taken the same spirit forward not only in India but to over 100 countries across the world. Incorporated in 1969 today the group is among the top three tractor manufacturers of India and provides a complete product line including tractors, multi-utility vehicles, engines, farm machinery attachments, diesel gensets, auto components and pick & carry cranes. Having a Turnover of Rs. 5500crores. The Company has a world known ERP package titled as SAP/ECC6.

Engineer – IT Department

Job Responsibilities: -

- Manage Cyberoam CRD50iNG10.6.3 MR-2, CRD 25iNG.
- Windows Server/Client OS installation, troubleshooting OS level issues, installation of application
- Software on different Server/client OS, troubleshoot after installation issues.
- Manage and troubleshooting outlook email client. Creating rules and alert. Backup and restore outlook data.
- Outlook 2003/2007/2010/2013 installation configuration and troubleshooting.
- Configured and troubleshooting local and network printers and scanner.
- Servers: Windows 2000, Windows 2003, Windows 2008, Knowledge of Active Directory, Exchange 2013, etc.

MicroClinic

Micro Clinic India Pvt. Ltd

Working as **Technical Support Engineer** with Micro Clinic India Pvt. Ltd. at client site **Andromeda Mkt. Pvt Ltd., Noida** Running Process: Punjab national bank inbound (customer care) from 28-Sep-2010 to 29-Nov-2011.

Roles & Responsibility: -

- Windows 2013, 2003 & 2000 Server Installation and administration.
- Current knowledge of PC, Workstation and laptop hardware software and network communications skills.
- Administration and security troubleshooting & maintenance of the network.
- Implemented Symantec ghost for deployment and maintenance of user workstations.
- Successfully maintained NT group's permissions and file structures for 400+ Users.
- PC and network support for 500+ clients onsite.
- Creating, maintaining installation and operating procedures configured local and networked printers for users.
- Voice key logger installation configuration and X-Lite configuration for BPO outgoing calls.
- Troubleshooting & Configure cisco software Customer Relationship Management (CRM).
- Configuring system policy and group policy.

Academic & Technical Qualification:

Session	Name of Exam	Name Of Institute	University/Institute	Percentage
2013-Pursuing	B. Tech. (Computer Science)	Career Avenues (K-2, Block K, Green Park, New Delhi, Delhi 110016)	Janardan Rai Nagar Rajasthan Vidyapeeth, Rajasthan	
2010 to 2013	Garduation Bachelor of Arts (B.A.)	Uttar pradesh rajarshi tandon open university, allahabad	Allahabad university	62%
2008 to 2010	ADHN (Advance Deploma In Hardware and Networking)	Shookenda Institute Pvt. Ltd. Delhi 110092	Shookenda Institute Pvt. Ltd. Delhi	53%
2007-2008	Senior Secondary Examination -Class XII	M.S.D Inter Collage Sahjaur Malkauli, Deoria (U.P.)	U.P. Borad	57%
2005-2006	Higher Secondary Examination - Class X			56%

Technical Qualification: -

1. MCSE Completed from SHOKEENDA Institute, Laxmi Nagar,Delhi - 110092
2. CCNA from Network Nuts Institute, Preet Vihar, Delhi – 110092
3. CCNSP Fast track (Cyberoam certified network & security professional)

Personal Details: -

Father's Name:	Sh. Basudev Yadav
D.O.B:	02nd-Jul-1991
Language known:	English, Hindi
Marital Status:	Single
Passport No:	**L1657330 validthrou' 2023**
Permanent address:	Village Sahjaur, Post Malkauli, Distt. Deoria,
	Pin Code. **274509**(Uttar Pradesh) INDIA

Declaration: -

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

Place: - Pune (Maharashtra)   **Manish Kumar Yadav**