

MANOJ RAJAN

IT ADMINISTRATOR

redhat. CERTIFIED ENGINEER

CONTACT

+91-8344989016

manojrpmm@gmail.com

EDUCATION

2012- 2015

Pioneer Arts and Science College, Bharathiya University

MCA (Master of Computer Applications)

2009 - 2012

RVS College of Arts and Science, Bharathiya University

BCA (Bachelor of Computer Applications)

ONSITE

Blyth Academy Qatar Jan 2022- Aug 2022

PROFESSIONAL TRAINING

RHCSA

CEH (Ethical Hacking)Pursing

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Critical Situation Handling

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Malayalam (Fluent)

PROFILE

Experienced Systems Engineer with a proven track record of 9 years in the IT industry. Proficient in Windows and Linux administration.

WORK EXPERIENCE

- **TIPS Groups(P) Ltd,**
  IT Administrator **2016 - 2025**

- System Monitoring & Troubleshooting Adept at using both native and third-party tools to proactively monitor systems, identify bottlenecks, and resolve hardware/software issues across platforms.
- Experience in wireless technologies, monitoring, & Administration of the Windows platform & Ubuntu Platform.
- Monitoring and administration of the IT Infrastructure, like laptops, desktops, & Printer Configuration.
- Monitoring and Troubleshooting of WAN, LAN, Routers, Firewall, VPN, ISP, Switches.
- Storage Maintenance & Configuration: Hands-on experience configuring, maintaining, and troubleshooting NAS systems, including Netgear ReadyNAS, QNAP, and D-Link devices. Skilled in RAID management, firmware updates, shared folder permissions, and remote access configurations.
- Wireless Technologies, Skilled in configuring and managing wireless networks, including access point deployment, Wi-Fi troubleshooting, and implementing wireless security protocols (WPA2/WPA3) in enterprise environments.
- Technical Support & Users Service Proven track record in efficiently troubleshooting hardware, software, and network issues, while maintaining a customer-focused approach and ensuring timely resolution with clear communication.
- Vendor Coordination & Procurement Experienced in liaising with external vendors for IT equipment procurement, warranty repairs, licensing, and technical support, ensuring timely service delivery and cost-effective solutions.
- Backup & Endpoint Security: Implement and maintain robust backup systems, endpoint protection software, and automated updates to safeguard critical data and ensure system integrity.
- Remote Desktop Support: Strong experience providing remote IT support to distributed teams using tools such as Remote Desktop Services, AnyDesk, TeamViewer, and VPNs—ensuring seamless issue resolution and uptime for remote users.
- CCTV Installation & Management: Experience with CCTV systems setup, including IP camera configuration, DVR/NVR setup, network integration, storage management, and remote monitoring for security and surveillance purposes.

BIOGRAPHICAL INFORMATION

Name : Manoj Rajan

DOB : 17-Mar-1991

Gender : Male

Nationality : Indian

Civil Status : Married

Passport Number : Z8044148

Address : 3/233 Yedakadu

Naduhatty, The Nilgiris 643209

Mob: +91-8344989016

Mail: manojrpmm@gmail.com

- Google Workspace Administration: Experienced in using the Google Admin Console to perform user account management tasks, including password resets, new user creation, group membership adjustments, and resolving user access issues.
- Firewall Maintenance & Configuration: Configured and maintained Sophos and Cyberoam firewalls, including rule-based access control, VPN setup, traffic monitoring, intrusion prevention, and firmware updates.
- Biometric Device Management: Configured and maintained ESSL biometric attendance and access control systems, including device networking, data synchronization, user enrollment, and integration with attendance software.
- Windows Server Maintenance & Configuration: Hands-on experience with Windows Server environments (2008,2012,2019), including Active Directory, Group Policy, DNS/DHCP, user account management, file servers, security hardening, and regular system updates and patching.
- Team Leadership: Directed IT support teams, managed workflows, and mentored junior staff to ensure efficient operations and continuous service improvement.
- Desktop Support: Delivered full-scope IT administration and desktop support services, including system setups, hardware/software troubleshooting, patching, and user issue resolution for internal and remote users.

DECLARATION

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

Your's Sincerely
(Manoj Rajan)