# VISHAKH S S

IT ADMIN | SOCIAL MEDIA ADVERTISER
GRAPHIC DESIGNER | CONTENT CREATOR



## CONTACT


+91-8129089703

vishak4vishak@gmail.com

Kollam, Kerala

www.linkedin.com/in/vishak-sasidhar-34a11480/


## SKILLS

- IT Administration
- IT Support
- Digital Marketing
- Social Media
- Content Creation
- Photography
- Graphic Designing
- Video Editing
- Canva Premium
- Adobe Photoshop (Full)
- Adobe Illustrator (Basic)
- Adobe PageMaker (Full)
- Movavi Video Editor Pro (Full)
- Wondershare Filmora (Full)
- Microsoft Office
- Installation of Windows
- Installation of Software's
- Networking
- Problem Solving
- Server Maintenance
- CCTV
- NEC EPABX
- ChatGPT
- Google Gemini
- Assisted VR & Robotics LAB

## PROFILE

Highly versatile and seasoned IT professional with 12 years of diverse experience in designing, hardware, data entry, and social media management. My expertise spans multiple industries, including healthcare, education, and private sectors.
With a unique blend of technical and creative skills, I excel in fast-paced environments, delivering innovative solutions that drive efficiency and growth. My passion for staying up-to-date with the latest technologies and trends enables me to provide cutting-edge solutions that meet the evolving needs of clients.

**Industries Served:**

- **Healthcare**
- **Education**
- **Private sectors**

## WORK EXPERIENCE

### Anand Bhavan Central School, Anchal

**2024 - PRESENT**

IT Administrator / Social Media Manager

**IT Administrator Responsibilities**

- Network Administration: Install, configure, and maintain computer networks, including LAN, WAN, and Wi-Fi.
- Hardware Support: Troubleshoot and repair computer hardware, printers, and other IT equipment.
- Software Management: Install, update, and manage software applications, including operating systems and antivirus programs.
- User Account Management: Create, modify, and delete user accounts, passwords, and access permissions.
- Data Backup and Recovery: Develop and implement data backup and recovery procedures to ensure business continuity.
- IT Security: Monitor and maintain IT security measures, including firewalls, antivirus software, and intrusion detection systems.
- Help Desk Support: Provide technical assistance and support to users via phone, email, or in-person.

**Graphic Designer Responsibilities**

- Visual Identity: Develop and maintain the organization's visual identity, including logos, color schemes
- Graphic Design: Create high-quality graphic designs, including posters, and social media graphics.
- Branding Materials: Design and produce branding materials, such as business cards, letterheads, and envelopes.
- Digital Graphics: Create digital graphics, including animations, infographics, and web graphics.

**Social Media Manager Responsibilities**

- Social Media Strategy: Develop and implement a comprehensive social media strategy to engage with target audiences.
- Content Creation: Create high-quality, engaging content, including text, images, videos, and infographics.
- Social Media Platforms: Manage and maintain social media presence on platforms, including Facebook, Twitter, Instagram, LinkedIn, and YouTube.
- Engagement and Community Building: Respond to comments, messages, and reviews on social media platforms, and build online communities.
- Analytics and Reporting: Monitor and analyze social media metrics, including engagement rates, follower growth, and conversions, and provide regular reports.

## PARTICIPATIONS

- Participated in State Health Agency Kerala (SHA) Training.

## ASSISTED IN

- Assisted in NABH Pre Accreditation Level
- Assisted in Virtual Reality
- Assisted in Robotics
- Assisted in Augmented Reality

## PERSONAL INFO

- Date of Birth : 11.07.1992
- Nationality : Indian

## PASSPORT INFO

- Passport Number : **N 6711705**
- Date of Expiry : 08/02/2026
- Place of Issue : Trivandrum, Kerala

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil
- Kannada

### Matha Medical Centre, Kollam, Kerala — 2023 -2024
IT Administrator / Social Media Manager

- Network Administration: Install, configure, and maintain computer networks, including LAN, WAN, and Wi-Fi.
- Hardware Support: Troubleshoot and repair computer hardware, printers, and other IT equipment.
- Software Management: Install, update, and manage software applications, including operating systems and antivirus programs.
- User Account Management: Create, modify, and delete user accounts, passwords, and access permissions.
- Data Backup and Recovery: Develop and implement data backup and recovery procedures to ensure business continuity.
- IT Security: Monitor and maintain IT security measures, including firewalls, antivirus software, and intrusion detection systems.
- Help Desk Support: Provide technical assistance and support to users via phone, email, or in-person.

### Travancore Medical College Kollam, Kerala — 2022 -2023
Data Entry Assistant

- Data Entry: Contract for NABH Data Process
- PDF Editor, MS Office

### CSC Digital India - Vilayil Graphics, Kollam, Kerala — 2018 -2022
Computer Assistant

- Software Installation: Help install, configure, and update software programs on computer
- System Maintenance: Assist in maintaining and updating computer systems and software applications.
- Technical Support: Provide basic technical support and troubleshooting for computer hardware and software issues.
- Network Assistance: Support network setup and maintenance, including connecting devices and troubleshooting connectivity issues.
- Hardware Setup: Assist in setting up and configuring computer hardware, such as desktops, laptops, printer and peripherals.
- Backup Management: Assist in data backup and recovery operations to ensure data integrity and availability.
- Data Entry: Perform data entry tasks, ensuring accuracy and completeness of information.

### Jay Medicals, Anchal, Kollam, Kerala — 2016 -2017
Billing Assistant

- Customer Communication: Communicate with customers regarding billing inquiries, account details, and payment issues.
- Record Maintenance: Maintain accurate and up-to-date billing records, including customer information, invoices, and payment histories.
- Data Entry: Perform data entry tasks, ensuring accuracy and completeness of information.
- Technical Support: Provide technical support to resolve hardware, software, and network issues promptly.

### Navigant BPM, Technopark Trivandrum, Kerala — 2016 -2017
Medical Insurance Compiler

- Software Installation: Help install, configure, and update software programs on computer
- Network Assistance: Support network setup and maintenance, including connecting devices and troubleshooting connectivity issues.
- Hardware Setup: Assist in setting up and configuring computer hardware, such as desktops, laptops, printer and peripherals.
- Data Entry: Perform data entry tasks, ensuring accuracy and completeness of information.

**Vilayil Graphics Anchal, Kollam, Kerala** 2013 - 2016

Computer Operator

- System Monitoring: Monitor computer systems, networks, and peripherals to ensure smooth operation.
- Job Scheduling: Schedule and manage batch jobs, ensuring timely execution and completion.
- Data Backup: Perform regular data backups and ensure data integrity.
- System Maintenance: Perform routine maintenance tasks, such as disk cleaning and system updates.
- Troubleshooting: Diagnose and resolve hardware and software issues, escalating complex problems as needed.
- Security Measures: Implement and enforce security protocols to protect data and systems.
- User Support: Provide technical assistance and support to users, addressing queries and issues.

## EDUCATION

**Diploma in Office Automation**
Softtech Anchal, Kollam

**Vocational Higher Secondary Examination**
St Johns VHSS, Ummannoor, Kollam, Kerala
Computer Applications

**Secondary Examination**
RVVHSS Valakom, Kollam, Kerala
General Subjects

# Graphics Works
















## Logos




## Business Cards





































