ARIJIT SANYAL

Mobile/WhatsApp – 9433491356

E-Mail: arijitsan@gmail.com **/** jeetsanyal81@gmail.com

LinkedIn : https://www.linkedin.com/in/arijit-sanyal-4895664/

Seeking challenging career in System Administration/ System Support / Technical Assistant in an organisation of high repute.

SYNOPSIS

→ Having more than **12 years of experiences** in Information Technology field.

→ A dynamic professional with **MCA** from **West Bengal University of Technology.**

→ Experienced in **System Administration**, **Vendor Management, IT Budgeting**, **IT Asset Management**

→ Sound Knowledge of **Troubleshooting** and **Maintenance** (IT Infrastructure)

→ A good communicator with advanced presentation skills and ability of working under tight deadlines.

JOB EXPERIENCES (From beginning to present employment)

Organization: Planet Soft Technologies

Role: Junior Software Developer

Period of Service: July 2006 to March 2007

Job Profile: Preparing different modules of software based on assigned project.

Organization: Edge Consultancy Services

Role: Database Associates (Assist the DBA to manage database)

Period of Service: April 2007 to October 2008

Job Profile: Assist the Data Base Administrator (DBA) to manage data and preparing MIS reports of various survey analyses.

Organization: Silicon Systems Private Limited

Role: System Support Engineer.

Period of Service: November 2008 to July 2009

Job Profile: System Operation and Maintenance and Project supervision. Installation of new servers and maintenance of existing system. Assembling of Desktop/ Servers/ Workstation. Antivirus installation and Updating (Kaspersky, Symantec Endpoint). Configuring basic Firewall (ISA) and GFI for content filtration from Web portals.

Organization: Diamond InfoTech Private Limited

Role: System Engineer (Support and Maintenance)

Period of Service: July 2009 to February 2011

Job Profile: Configuring of Servers/Desktops. Supervising new projects from beginning to completion. Troubleshooting of existing setup Hardware, System and Application modules.

Organization: Systech Solutions Private Limited

Role: System Engineer (Support and Maintenance)

Period of Service: February 2011 to 30th May 2013

Job Profile: Configuring of Servers/Desktops. Maintenances of system. Troubleshooting of existing setup Hardware, System and Application modules.

→ **Preparing Customize Servers:** Worked with *Intel Server / Modular (Blade)* Server. Also customized the configuration of IBM *Servers like X3650 M2, X3200* and *X3250 M2*, X3650M3…etc.
→ **Installation of Windows Server:** Using RAID (Hot spare) technology (with ISCSI hard disk) in Windows 2003 Standard/ Enterprise and Linux 5.2 Enterprise Servers are installed.
→ **Installation of Database:** For data storage purposes SQL 2000/ 2005 has to install in server.
→ **Remote Access Support:** Using several remote access software like – VNC, RAdmin, Ammy Admin, Team viewer and dialling VPN (virtual private network) the abroad support is provided.
→ **Troubleshooting:** Troubleshooting of existing setup in Hardware/ Software and basic Networking levels.
_____

Organization: ARMY INSTITUTE OF MANAGEMENT, Kolkata (AIMK)

Role: **IT Administrator (Infrastructure Support & Maintenance**)

Period of Service: From 1st June 2013 to 26th March 2022

About The Company: The Army Institute of Management, Kolkata is one of the leading management schools in India. A reputed A++ ranked, NAAC Accredited and ISO Certified Business School, governed by Indian Army and Army Welfare Education Society (AWES), under direct supervision of HQ Bengal Sub Area and Eastern Command

Job Profile: It's a combination of technical and administrative job, where I have to take care of all the Systems, troubleshoot, giving support and at the same time liaise with the multiple vendors for different kind of job like new procurement of IT related equipment, repairing of existing network, ERP implementation, website maintenance, and various other administrative jobs like annual IT budgeting, IT asset management etc. Also calling tender for new IT related project and purchase.

→ **Overall Technical Support:** Troubleshooting of existing System, hardware and software and Operating Systems in entire AIMK College. Giving support to entire IT infrastructure is my regular duty.

→ **System Security /Antivirus / Patch Management**: Regular monitoring of System health, update of OS and relevant software, patching new update, security monitoring through Seqrite Enterprise Antivirus console from Quick heal.

→ **Vendor Enlistment & Management:** Yearly renew vendor list and manage quotation for new enlistment. Coordinate with vendors for completion of new work (new hardware / network installation). Negotiate with vendors for optimal resource utilization (Server/desktop/switch/router ... etc) and optimize the requirement and quotation cost. Follow up existing project/assignments.

→ **Asset Management:** Managing all IT related device and equipment. Maintaining stock register and issue register for the entire organisation and liaise with Eastern Command and Bengal Area regarding entire process. Billing and Procurement.

→ **IT Budget Preparation:** Preparing annual IT budget for new purchase and repair / up gradation of existing systems

→ **Website Maintenance:**   Maintenance of AIMK website (http://www.aim.ac.in) coordinating with the vendor (TechShu) for frequent modification of information/updates.

→ **ERP implement:** Implementation of Academia software (Serosoft) throughout the institute. Creating new role and user creation and assign permission of different users.

→ **CCTV Implementation and Administration –** Implementing CCTV camera throughout the organisation and maintenance. Keeping periodic backup through software management.

→ **Biometric attendance system** – Implementation and Troubleshooting of thumb impression based Biometric system in the organisation for attendance purpose for HR related activities

Organization: DELHI PUBLIC SCHOOL SOUTH KOLKATA (JOKA)

Role: IT Administrator (ERP Implementation and Support / IT OPERATIONS)

Period of Service: From 1st May 2022 to 30th April 2023

Job Profile: Responsible for implementation and support of several ERP modules like – **HR, Admission, Accounts, Inventory and Asset Management, Academics (Classes and Examination), Library, Transport** and **Security and Access privileges. Setting policy** in Master, based on organizational requirement. Support end user to smooth Transaction for above modules. Generation of various reports for Management Information based on requirement for HR, Accounts, Transport, Inventory and Asset, Admission etc. Daily IT Operations and Infrastructure Support.

Windows Skills

- Installation of Windows Professional / Enterprise servers.
- Active Directory creation and resource management
- Domain creation. Child Domain creation
- Adding users and groups in domain and assign privileges
- Joining to domain as client and resource utilization
- User management and permission control
- Remote Administration (through VPN and third party software)
- Configuration of DHCP, DNS servers. Configuration of RRAS server
- Configuration of MS Exchange server (mail server)
- Configuration of IIS (web server) , FTP (File transfer)
- Configuring a server for routing purpose
- Troubleshooting and performance maintenance
- Installation of various application software

Linux Skills

- Installation of Red Hat Enterprise Linux / Centos 7
- Disk Partitioning: logical volume management (lvm), swap partition creation
- File and directory handling (basic operation likes cut/copy/paste/rename...etc)
- System user and group creation. Access permission granting and withdraw.
- File access control list (FACL) and Job scheduling for a specific user.
- Installation of application software packages (with dependencies) , using rpm, yum command
- Basic SeLinux configuration. Password recovery (Single user mode)
- Manage(stop/start) various installed services (like vsftpd, httpd, lftp, crond and etc)
- Configuring servers: FTP, Samba, Web (http), NFS, Mail (postfix/dovecot)
- Configuring LDAP client (joining to LDAP Server)
- Compress/archive directories, creating shortcut (as Soft/Hard link)
- Basic shell programming (Bash shell scripting) for job scheduling

BASIC IT FORTE

Programming Languages	:	C/ C++, VB 6.0, VB.Net, C#.Net, Core JAVA
Database	:	MS Access, Oracle 9i, SQL Server 2000 and 2005
Web Applications	:	ASP.Net, HTML, XML, Photoshop 6
Office Application	:	Microsoft Office Packages (Word, Excel, Power Point)

OVERALL EXPERIENCE IN A NUTSHELL:

- Design and Implement IT Policies, Security Policies
- Maintain Smooth IT Support for All End Users
- IT Inventory AND IT Asset Management
- Maintenance and Upkeep of All IT Infrastructure – Hardware and Software
- Identify Scope and Develop of New IT Infrastructure and Automation Across Production and User Points
- Keep Organization Update on Latest IT Utilities and Relevant Technology Advancement
- IT Vendor Enlistment and Management and Procurement SOP.
- Establish Service Level Agreement (SLA) for Internal Services
- Prepare and Manage IT Budget. Managing and reporting on allocation of IT budget
- Team Development and IT Training to Up skill Users
- Running regular checks on network and data security by coordination with respective vendor
- Generating performance reports for operating system, hardware functionality and down time
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization
- Designing training programs and workshops for staff
- Conducting regular system audits
- Evaluating technology risks in order to develop a network disaster recovery plan and backup procedure
- Remaining up to date with advances in technology and industry best practices
- Running and sharing regular operation system reports with senior staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement
- CCTV Surveillance software administration and maintenance and periodic backup policies through NVR/DVR. Instruct and guide vendor for new installation and existing equipment maintenance
- Projector and other equipment maintenance. Biometric Attendance Software management with coordination of concerned vendor
- Organisational ERP Implementation, Support and Maintenance
- Creating Master file based on Organisational strategies. Implementation and support to end user for successful Transaction of all modules.
- Generation of Reports for various modules like – HR, Admission, Fees, Accounts, Transport, Inventory and Asset.

REAL TIME "IT INFRASTRUCTURE DEVELOPMENT" PROJECTS HANDLED

→ **Complete responsibilities of IT Infrastructure development in new campus at Rajarhat, New Town at Action Area III of Army Institute of Management.**

→ **Board proceedings, vendor enlistment, IT Budgeting, Procurement of IT equipment**

→ **Planning and implementation of Network in entire campus from Optical Fiber laying to Installation of Distribution Switches, Router, Access point, FO Module throughout the campus.**

→ **Server room planning based on present requirement and future need**

→ **Subscription of Leased line from ISP**

→ **Planning and Implementation of CCTV Surveillance system in entire campus. (Using dome and bullet camera)**

REAL TIME "SOFTWRAE DEVELOPMENT" PROJECTS HANDLED

→ **Inventory Management System** for Planet Soft Technologies ; Tools and Environment: Visual Basic 6.0, Oracle 9i; Team Size: 6; Role: Programmer

→ **Web Based & Window Based Ticket Booking System** of a Four Screen Multiplex for Global System Technology Pvt. Ltd. Salt Lake; Tools and Environment: VB.NET ASP.NET, HTML, Dream waver, Photoshop, Flash, Oracle 9i; Team Size: 8 ; Role: Module Programmer/ Database Integrator

→ **Student Database Management System** & MIS Report Preparation for Brainware Computer Academy; Tools and Environment: VB.Net, SQL Server; Team Size: 3 ; Role: Frontend developer/Database Integrator

ACADEMIA

2006   **MCA** from West Bengal University of Technology (**WBUT**); attained **DGPA 7.98**

2003   **B.Sc** from Calcutta University; attained 49.48%

1999   Higher Secondary Examination from **WBCHSE**; attained 50.6%

1997   Secondary Examination from **WBBSE**; attained 71.3%

PERSONAL DOSSIER

Date of Birth   :   7th January, 1981

Address   :   HERMITAGE, 55/2 Bhattacharya Para Lane, Ramrajatala, Howrah – 711 104
           West Bengal

ARIJIT SANYAL