

Candidate Report

System Administrator

IT

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SHEIK MEERAN

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Role: ADMIN & DOCUMENT CONTROLLER **Company:** CHENNNAI, INDIA **Experience:** 3 years

Contact Information

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Location

Anywhere St., Any City

Professional Information

Current Company

CHENNNAI, INDIA

Current Job Title

ADMIN & DOCUMENT CONTROLLER

Total Experience

3 years

Skills

PYTHON

C++

HTML

CSS

JAVASCRIPT

REACT JS

GIT

GITHUB

VS CODE

Education

- **Master of Computer Application**

MIET COLLEGE / BHARATHIDASAN UNIVERSITY

Computer Application

2022 - 2024

- **Bachelor of Computer Application**

MIET COLLEGE / BHARATHIDASAN UNIVERSITY

Computer Application

2019 - 2022

Certifications

- FRONT-END DEVELOPMENT
- PYTHON PROGRAMMING

Languages

ENGLISH

HINDI (BIGGINER)

TAMIL

Employment History

- **ADMIN & DOCUMENT CONTROLLER**

CHENNNAI, INDIA

7/1/2024 - Present

MANAGED END-TO-END DOCUMENT CONTROL PROCEDURES, ENSURING ACCURATE MAINTENANCE OF COMPANY RECORDS. CONTROLLED DOCUMENT NUMBERING, VERSION CONTROL, AND REVISION TRACKING PER COMPANY STANDARDS. COORDINATED WITH DEPARTMENTS TO COLLECT, DISTRIBUTE, AND TRACK DOCUMENTATION CONFIDENTIALLY. MAINTAINED EXCEL SPREADSHEETS, COMPANY DATABASES, AND BOTH PHYSICAL AND ELECTRONIC FILING SYSTEMS

- **ADMINISTRATIVE**

D MART SUPERMARKET, TRICHY

10/1/2022 - 6/1/2024

MAINTAINED AND SUPPORTED POS SYSTEMS, ENSURING SMOOTH TRANSACTION PROCESSING. ASSISTED IN TROUBLESHOOTING HARDWARE/SOFTWARE ISSUES AND COORDINATED WITH IT SUPPORT. MANAGED DIGITAL PAYMENT SYSTEMS AND ENSURED SECURE HANDLING OF CUSTOMER DATA. COLLABORATED WITH OPERATIONS TEAM TO OPTIMIZE SYSTEM USAGE AND STOCK TRACKING

Position Requirements

Job Description

3–6 years hands-on System Administration experience

Experience supporting multi-branch companies is strongly preferred

Retail/POS environment experience is a major advantage

Should have personally managed production servers, not only worked as L1 helpdesk

Mandatory Requirements

Candidate must understand:

Windows Server 2016/2019/2022

Active Directory

Domain Controllers

Users, computers and groups

Group Policy / GPO

DNS

DHCP

File servers

Shared folders

NTFS permissions

RDP

Windows Services

Event Viewer

Task Scheduler

Server performance troubleshooting

Preferred Requirements

VMware ESXi
vCenter basics
Creating/managing VMs
VM snapshots
Datastores
CPU/RAM allocation
VMware networking
VM migration
Backup/restore
Understanding HA