

CLOUDMASTERS

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#1018, 6th Main, 1st Stage, Btm, Bangalore 560029

WINDOWS ADMINISTRATOR

Dedicated and certified Windows Administrator with 2 years of experience in managing, configuring, and troubleshooting Windows-based systems. Seeking to leverage technical expertise and problem-solving skills to support organizational IT infrastructure and ensure seamless operations.

TECHNICAL SKILLS

- Operating Systems: Windows Server [versions], Windows [desktop versions, e.g., 10/11].
 - Networking: DNS, DHCP, TCP/IP, VPN, VLANs.
 - Active Directory: User/group management, GPOs, domain management.
 - Virtualization: Hyper-V, VMware, Azure.
 - Tools: PowerShell scripting, SCCM, SolarWinds, WSUS.
 - Security: Firewall configuration, antivirus solutions, patch management.
 - Backup Solutions: Veeam, Acronis, Windows Backup.
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June 2023 - Present

PROFESSIONAL EXPERIENCE

Ginyard International Co.

Windows System Administrator

Bangalore, BTM 560037

JUN-2023 TO Present year

- Managed and maintained Windows Server environments, including installation, configuration, and patch management for versions [specify versions, e.g., 2016/2019/2022].
- Administered Active Directory (AD) for user management, group policies, and access control, enhancing security and streamlining workflows.
- Monitored system performance using tools like [e.g., Microsoft System Center, SolarWinds], ensuring 99.9% uptime.
- Implemented disaster recovery solutions, including regular backups, replication, and restoration processes.
- Configured and managed virtualization technologies such as Hyper-V or VMware for [describe purpose, e.g., resource optimization, server consolidation].
- Resolved Tier 2/3 technical issues, minimizing downtime and maintaining high end-user satisfaction.
- Documented procedures, configurations, and troubleshooting guidelines to improve IT team efficiency.

Key Achievements:

- Successfully migrated 100 servers to Windows [version], reducing operational costs by 60%.
 - Reduced login issues by 50% through optimized Group Policy Object (GPO) configurations.
 - Spearheaded a system upgrade project, completing it [e.g., ahead of schedule or under budget].
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CERTIFICATIONS

- Microsoft Certified: Windows Server Administrator Associate
 - CompTIA Network+
 - [Other Relevant Certifications, e.g., VMware, Azure, ITIL]
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EDUCATION

BTech in Computer Science Engineering (CSE)
Presidency University, Bangalore, 580029
JUN-2019 TO JUN 2023

PROJECTS

Windows Server Upgrade Project

- Migrated [number] servers to Windows Server [version], ensuring zero downtime and improved system efficiency.

Active Directory Restructure

- Consolidated and optimized AD structure, reducing replication errors and improving login times for [number] users
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PROFESSIONAL DEVELOPMENT

- Attended workshops such as "Advanced Windows Security Strategies" and "Optimizing Server Performance."
 - Completed training on "PowerShell Scripting for Automation" to enhance administrative efficiency.
 - Regularly participated in webinars covering cloud computing, virtualization, and disaster recovery.
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References are available on request.