

Curriculum Vitae



Name & Position Sought

Naveen Kumar R. Amin

Sr. Executive – IT System Administration



Career Objective

Significant more than 20 years of the experience and a proven record covering many levels of Information Technology troubleshooting, improving performance, security and strength of IT networks, systems, and applications. Accomplished in full career on IT Systems and Network support. Now looking for a change as a Senior Position in IT Administration to take up more challenging assignments.

SKILLS:

- **System Administration:** Windows Server 2012 R2, 2016 Domain Environment, Active Directory, DHCP, DNS, Microsoft Office 365 with SharePoint, OneDrive, and Skype for Business. Wi-Fi Distribution through multiple access point.
- **Network Administration:** LAN, WAN, Core Switches & Edge Switches
- **Email Administration:** Exchange 2013 & 2016, Office 365 – Exchange Online. Mail Chimps Bulk Mail Client.
- **Hardware:** Dell PowerEdge, HP Servers – troubleshooting, Raid Configuration, Rack Mounting
- **IT Security:** ISA 2006, Kaspersky Endpoint Security – Advanced With vulnerability Patch Management, MacAfee E-Policy Orchestrate 4.5, Cisco Firepower management System (FMC), Kaspersky cloud End point Security Business Plus – Advanced, Cisco ESA 160 Email Security.
- **Voice:** Managing Cisco IP Telephone, Call Manager Etc.
- **Virtualization:** Microsoft Hyper-V - Physical to virtual, Virtual Online migration, Cluster Management.
- **Application:** MS Access 2016 (Proficient), MS word, Excel, PowerPoint etc.

PROJECTS:

1. Implementation of MS Hyper V Windows server 2016 two node cluster.
2. Upgrading of Domain controller from Windows Server 2008 to Windows 2016.
3. Upgrading of MS Exchange 2007 → 2010 → 2016.
4. Migration of Windows Server Physical Server to virtual Environment (P2V).
5. Implementation of Fiber Backbone from Datacenter to all the floor edge switches.
6. Built New Datacenter from Scratch with Raised Floor, IP CCTV System, NTI USA Environment Monitoring System, BIOMETRIC Access Control system, CCU DX type Control Air-conditioning System, Fire Suppression System & ABB 40KVA Modular UPS.

EDUCATION:

Institution:

R.J College, Mumbai University – India.

Degree:

Bachelor of Science (**B.Sc.** - Physics) with Computer Science.

CERTIFICATIONS:

Microsoft Certified Professional (MCP)	Dell Certified System Engineer (DCSE)	Microsoft Certified System Administrator (MCSA)	Advance Diploma in Hardware & Networking (CNE)
PROFESSIONAL EXPERIENCE:			
Designation:	Information Technology Specialist	From: Nov 2019	Till Now
Organization Name:	Radiant Energies W.L.L, Bahrain.		
Company Industry:	Private, Renewable Energy company		
Organization Profile:	Radiant Energies W.L.L: Providing Renewable energy solutions in Middle East. www.radiant-energies.com		
Work Description:	<ul style="list-style-type: none"> Managing Office 365 Business Premium which include Exchange Online, Office Applications, One Drive, Microsoft Teams & SharePoint. Managing Company Website, SEO & Google Analytics. 		
Designation:	Sr. Network Administrator	From: Sep 2017	To: Sep 2019
Organization Name:	Bahrain Chamber of Commerce & Industry, Sanabis, Bahrain.		
Company Industry:	Non-profit organization.		
Organization Profile:	BCCI: Providing Support for Businesses & Industries in Kingdom of Bahrain. www.bcci.bh		
Work Description:	<ul style="list-style-type: none"> Managing VPN link between Head office and 2 Branches. Managing Physical & Hyper-V Server Virtual Environment. Involved in IT procurement. Multitasking work Involved Handling Servers, Network & security. Preparing for Audit Documentation. Administration of Windows domain, Network & office 365. Responsible of IT Infrastructure. 		
Designation:	System Administrator	From: July 2012	To: Sep 2017
Organization Name:	Civil Service Bureau, Juffair, Bahrain.		
Company Industry:	Government.		
Organization Profile:	Civil Service Bureau: The Bahrain Civil Service Bureau (CSB) is responsible for managing the Human Resources and payroll for the staff of all ministries in the kingdom www.csb.gov.bh		
Work Description:	<p>Key Responsibilities at Civil Service Bureau:</p> <ul style="list-style-type: none"> Responsible for support windows 2008 R2 active directory environment as user creation or deletion renaming, mapping network drive as required by work group. Coordination with helpdesk to resolve the all the LAN users' issues on priority basis. Administrating exchange 2010 server, VERITAS backup 2015 server, intranet hosting server, file & print server, ISA server 2006, Kaspersky Endpoint Security 10, Network Support, Pelco 4.5 DVR CCTV, Windows Update Services (WUS) & users support. 		

Designation:	Customer Support Engineer	From: Jan 2004	To: June 2012
Organization Name:	Mazin Computer Centre, Manama, Bahrain.		
Company Industry	Dell Partner.		
Work Description:	<ul style="list-style-type: none">Onsite & In-house Support for Dell Notebooks, Servers & DesktopsDell Power edge Server’s raid Configuration & Trouble shooting in case of system. failureNew Dell Systems Customization as per Customers RequirementSupervising & monitoring all Dell Faulty parts for warranty RME claims, placing of online order for dell spare parts.Implementing infrastructure project to Various Customer.		
Designations:	1. System Administrator 3. Hardware Engineer	2. Facility management Engineer 4. Production Supervisor	From: Oct 1995 To: Dec 2003
Organization Names:	1. SRL Ranbaxy Ltd. 2. InfoTech Networking Systems (Franchises of Wipro InfoTech Ltd.), 3. Siticable Network Ltd., Mumbai, India (Subsidiary of Zee Network) 4. Advance Technology devices., SEEPZ, Mumbai, India (Subsidiary of Tandon),		
Location:	Mumbai (Bombay), Maharashtra, India.		
Work Description at SRL Ranbaxy Ltd.:	<ul style="list-style-type: none">Managing 2k Active directory.Monitoring Internet Access through win gate proxy serverMaintaining security policy through 2k Active directoryTroubleshooting Computer hardware Related Issues		
Work Description at InfoTech Networking Systems:	Resident Engineer at: <ul style="list-style-type: none">➤ KPMG➤ GE TFS Ltd➤ GE Plastics India Ltd.➤ GE Countrywide Financial Services Ltd. <ul style="list-style-type: none">Worked in 2K Active directoryCreated users, assigned access rights and the login scripts to them.Configuring Virtual Private Network Dialup for Laptops to access GE Secured network.Installed and configured Norton Antivirus server on IBM, NT server environment and assigned, scheduled entire above desktops NAV server for periodic Antivirus scans. And updating virus patches in all the clients through NAV serverAssigned login name, scripts for the NOVELL 3.12 server for TALLY application usage.Installing and configuring windows 2000 professional, setting local and domain security.		

Work Description at Siticable Network Ltd. (Zee Group):	<ul style="list-style-type: none"> Managing & Troubleshooting All Computer Hardware Related problems. Handling Novel 3.12 Server, Creation of users & assign rights to them. Created Login script for Novel users
Work Description at Advance Technology devices:	<ul style="list-style-type: none"> Supervision of Manufacturing of Computer Hard disk Head stack assembly. Failure Analysis of Electrical & mechanical failed parts. Achieving Production Target Preparing daily production & Quality Report. Working with ESD sensitive Environment & 10K Clean room with bunny suite since the product is ESD & dust sensitive

PERSONAL INFORMATION:

Birth Date:	9 th August 1973	Driving License:	Valid Bahraini driving license
Gender:	Male	Passport Detail:	No. K2034539 (Valid till April 2022)
Nationality:	Indian	Bahrain CPR Number:	730826570
VISA Status:	Valid Bahraini resident permit.	Languages:	English, Hindi & Kannada
Marital Status:	Married	References:	On Request

CONTACT INFORMATION:

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