

PRAVEEN PILLAI

KINGDOM OF BAHRAIN

+973 33126322

Whats APP No: +973 33799711

Email • praveenkc86@gmail.com



Business Administration graduate from Kerala University, having 10 + years' work experience in IT department, currently working with Delhi Public School (New Millennium School), Kingdom of Bahrain since June 2010.

Key Skills: BBA, Administrative skills, IT Skills, MS Office, Internet & Email

OBJECTIVE

To secure a challenging position in the field of IT department where I can fully utilize my experience to achieve a bright career, willing to learn and an ability to positively work under pressure, to heed the advice and benefit from my experience.

EXPERIENCE

FROM JUNE 2010 (10 YEARS)

IT IN-CHARGE - DPS BAHRAIN (NEW MILLENNIUM SCHOOL)

- Has to plan and design the Information Management processes to meet internal and external information needs ensuring confidentiality, security and integrity of data and information. Uniform data definitions and data capture methods are used whenever possible.
- Responsible for administering the operation of the following equipment:
 - a) HP Server (Hardware & OS).
 - b) Networking Equipment (Switches)
 - c) Sophos XG 210 Firewall system.
- Management of Domain Servers and Desktop added to domain to have necessary network folder sharing and restriction of Users under corresponding Group Policies.
- Maintains the integrity and security of the systems by controlling the backup and recovery function.
- Management of PABX Telephone System using the software provided by PABX Vendor.

- Management of Biometric Attendance System.
- In-charge of the school's ERP system - Comprehensive School Management System.
- Provide network access to all the staff and students.
- Guiding parents, students and staff if they face any problem with the school portal.
- Management of CCTV DVR System and Cameras.
- Regular Monitoring of UPS equipment's.
- Set procedures, generates technical specifications and ensure the policies and standards were maintained.
- Handling all the other school IT related jobs.
- Reporting to the School Principal regarding day to day activities.

APRIL 2008– TO APRIL 2010 (2 YEARS)

IT & ADMINISTRATION DEPT , AL HAMAD CONSTRUCTION COMPANY

- Assisting administrative work particularly in recruitment of employees such as selection, division and placement.
- Reporting to the Finance and Administration Manager.
- Hearing of employee's problem and reporting to the management for solution.
- Dealing with LMRA viz. visa and immigration purpose for new and existing employees
- Managing and submission of documents with the Ministry of Labour.
- Making offer letter and contract for new employees.
- Arranging documents for annual vacation of existing employees.

ACADEMIC QUALIFICATION

YEAR - 2007

BACHELOR OF BUSINESS ADMINISTRATION, KERALA UNIVERSITY

UNIVERSITY INSTITUTE OF TECHNOLOGY – KOLLAM, KERALA, INDIA

MY TRAITS

- Self-motivated and enthusiastic.
- Friendly and able to work with various type of people.
- Very good administrative and communication skills.
- Maintaining a good filing system
- Coordinating within the organization and entities outside the organization.
- Proficient in E-m ails, Internet, MS Word, Excel, Power Point.
- Capable of producing results under strict/short deadlines.
- Ability to work independently and as a member of a group.
- Friendly relationship with the Clients and the customers.
- Editing and presentation of reports.

PERSONAL DETAILS

DATE OF BIRTH : 30/05/1987

NATIONALITY : INDIAN

CURRENT LOCATION : KINGDOM OF BAHRAIN

ADDRESS IN INDIA – : KODIKKAKOM, MYALAKKADU (P.O) , ITHIKKARA , KOLLAM

CURRENT STATUS: RESIGNED FROM THE JOB. LAST WORKING DAY IS JUNE 25TH ,2020.

If given an opportunity, I would discharge all my duties and responsibilities to the best of my abilities and previous knowledge for the satisfaction of my own and the Organization as a whole.

Thanking you,

YOUR'S TRULY

PRAVEEN PILLAI