



CLATON VENET DSOUZA

IT MANAGER

*Manama, Kingdom of
Bahrain*

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Email: clatond@gmail.com

Date of Birth: 15-May-1990

Father's Name: Vincent DSouza

Marital status: Unmarried

Nationality: Indian

Passport number: N3437189

Language Known: English, Hindi,
Kannada and Konkani

Place of Birth: Udupi, Karnataka

GCC Driving License: Yes

Curriculum Vitae

Objective:

Equipped with the conceptual base and operations related skills, my aim is to:

- Be associated with a progressive organization that gives me the scope to update and sharpen my knowledge & skills effectively in all aspects of operations, in accordance with the latest trends.
- Also be a part of a team that dynamically works towards the growth of Organization.

Work Experience:-

Total Work Experience in IT: 7 Year & 6 months.

IT Manager; 2018 to Present

The Domain Hotel & Spa, Bahrain

Duties and Responsibilities:

- Supervised, monitored and collaborated with resort staff and management team on all systems-related issues pertaining to the operation of the PMS and POS.
- Actively administered and managed the network, workstation operating systems, security systems, safety backups and servers related to the systems of the resort.
- Assembled, repaired, maintained and disassembled computers and related equipment for use of the company's authorized personnel.
- Presided over the training and orientation of employees and company offers on the use of the systems in order to ensure strict compliance with company policies.
- Represented the company in all job training seminars, classes, conventions and personal enrichment opportunities as identified by officers and top management.

IT Administrator; 2017 to 2018

International Hotels Establishment and Al Noor (Ritz Carlton, Tradervics, Bushido and Gallery 21)

Duties and Responsibilities

- Install and configure software and hardware
- Manage network servers and technology tools
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through access controls, backups and firewalls
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Build an internal wiki with technical documentation, manuals and IT policies.

IT Assistance; 2016 to 2017
SunTec Supplies, Bahrain

Duties and Responsibilities

- Install and Configure Networks
- Deploy and Update Programs
- Set Up Computers and Equipment
- Provide User Support
- Monitor IT Inventory
- Troubleshoot Systems and Hardware

System Administrator; 2012 to 2016
Diya Systems, Mangalore (India)

Duties and Responsibilities

- Manage Website Infrastructure
- Monitor Performance
- Provide Technical Support
- Diagnose and troubleshoot technical issues, including account setup and network configuration
- Refer to internal database or external resources to provide accurate tech solutions
- Proficient using cPanel, WHM, FTP, domain and email management and other hosting related tasks.

Education :

Degree	College	University	Year
B.com	UPMC	Mangalore University	2010
PU	St. Mary's college	Karnataka PU Board	2007
SSLC	St. John's High School	Karnataka Secondary Education Board	2005

Skills & Strengths: -

Problem Solving, Presenting Technical Information, Process Improvement, Software Maintenance, Software Testing, Network Design and Implementation, Load Balancing and Scalability, Vendor Relationships, Software Performance Tuning, Network Performance Tuning, Database Performance Tuning.

References:

- Mr. Pankaj Mishra (Hotel Manager- The Domain Hotels and Spa Contact: +973 66395640 / pankaj@thedomainhotels.com
- Yasser R. (Senior trainer-Diya Systems Contact : +91 9535 999 829 / yasser.raja@gmail.com
- Priscilla (HR Manager – TraderVics)Contact +973 33167184 / priscilla@intelhot.com.bh