

RESUME

SURESH KUMAR R.



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OBJECTIVE

To seek proper position, where my knowledge of IT, Administration and good interpersonal skill should be exposed to gain a fast paced management in a high end global company.

EDUCATIONAL DETAILS

Course	Name of the institution	Year of passing
B Com(Banking)	Kerala University	1996 - 1999

OTHER QUALIFICATION

One year PGDCA program with International School of Computer Technology, Ravipuram.

Tally Package

EXPERIENCE : 18+ Year Experience in IT Administration & MIS, HR & Office Administration.

1. Eighteen years IT Experience with Manikandan Group of Companies (All Kerala) [Dealer for Mercedes Benz Passenger Vehicles, Isuzu Vehicles, Skoda Vehicles, Trojan Batteries] as Asst. Manager IT, looking after the following functions. (2003 onwards)

- IT Manager for Dealers IT Council: This is the steering committee for IT Strategy in Mercedes Benz India Pvt Ltd.
- First level support for trouble shooting of Star Diagnostic equipment, EPC and WIS/ASRA.
- Maintenance of Star Diagnostic equipment for all branches.
- Project manager for After-Sales System
- User Management & Technical Assistance for Online SCN Coding, SD flash, TIPS & EWA net.
- First level support for trouble shooting of Siebel and Focus system.
- Desktop Assembling and trouble shooting for all branches.
- Maintaining Windows 2002 Servers (using for Tally, HRMS Software and CRM Software)
- Maintaining Mail Server
- Configuration and integration of Firewalls for all branches.
- Diagnosis and Repairing of Desktop and Laptop.
- Strategic and tactical planning.
- Network connectivity, issue resolution.
- Trouble shooting and maintenance of computers, Provides System and Network administration for all branches.
- Providing technical support and solutions to all LAN/WAN users.
- Integration, installation & support of softwares.
- Handling sensitive/confidential information with discretion.
- Co-ordination and support to Dealership and Sub continents for After-Sales systems.
- Doing purchase activities with Vendor for IT related equipments and softwares.
- Planning and executing new rollout of Software Systems.
- Assisting the HR Department during the employment processing of job applicants by collecting the initial documents as required and schedule the interview appointments and other activities.
- Preparing leave tracker and Salary Statement for the HR Department.
- Preparing Returns to file Factories & Boilers Department.
- Managing Housekeeping staffs with their workflows and other activities.
- Administration and coordination with vendors.

2. From 2002 to 2003, with Bimbis Group. Looking after the following functions:

From 2002 to 2003 **Cashier in Charge and Administration** Looking after the following functions - Handling cash transactions in the absents of Main Cashier, Coordinating all regions Administration and coordination with Vendors.

3. From 2001 to 2002, with International School of Computer Technology as Faculty. Looking after the following functions.

The Profile included teaching students of various batches of MS Office, Tally, FoxPro, C, C++, Java for Two years and have acquired knowledge and experience in the packages and also have done installation, Administration and Trouble Shooting of the packages and Languages.

ABOUT MYSELF

I am a hard working & optimistic person who wants to approach things in a more innovative manner. I like to work in a professional & competent atmosphere that enables me to come up with emerging trends & technologies so as to widen the spectrum of my knowledge & to earn fame for the organization I work.

PERSONAL PROFILE

Date of Birth	: 10-04-1974
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Linguistic Ability	: Malayalam, Hindi, English,
Father's Name	: Radhakrishnan Nair B. (Late)
Mother's Name	: Sushamakumari K
Wife's Name	: Sindu S Nair
Daughter's Name	: Gayathri Suresh

REFERENCE

Mr.S.Sivakumar	(MD.Rajasree Motors - 9846036614)
Mr. Hrishikesh Kadampatta	(HoD, After Sales, Rajasree Motors - 9656417695)
Mr. Sooraj Sankaran	(HoD, CRM After Sales, Rajasree Motors - 9995885944)

DECLARATION

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Date : 09-10-2021
Station: Cochin

SURESH KUMAR R.