




## Joseph Jomon

### System Administrator

15 years of experience in Systems Administration, Hardware and Network Engineering. Ability to troubleshoot and resolve hardware and network related problems in a timely and effective manner. Determined to deliver best technical solutions to meet functional and business requirements, problem solving skills and the ability to work independently or in a team environment. Excellent communication and interpersonal skills. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

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## Professional Experience

### IT Admin - VTJ Hyundai & VTJ Suzuki | June 2011 - Present

- 12 years of experience in IT Administration, network and system management.
- The main responsibility is to make up all computers and peripherals in working condition with minimum downtime if any problem occurs.
- Support problem related to Operating System, Office, Mail and dealer applications to Ho and branch offices.
- Installed, configured, and troubleshoot a variety of Computer Hardware, NDMS, SMIPL DMS and network management.
- Install and maintain the anti-virus software. Maintained hardware inventory and software licenses and warranty update of all computer hardware's.
- Acting as Purchase Co-ordinator for the Entire IT requirements and designing of new Branch IT Infrastructure and managing around 100+ computers and gadgets.

### System Assistant - Geeyem Motors | October 2009 - June 2011

- Provided technical assistance and support for incoming queries and issues related to computer systems, software, hardware and peripherals at HO and branch locations.
- Troubleshoot system and network problems, and diagnosed and solved hardware & network faults. Installed and configured new computer systems, routers, printers, and other peripheral devices and warranty update of all computer hardware.
- Developed and maintained internal IT documentation. Provided the technical training and support to end users. Resolved technical issues for clients remotely and in person.

## Computer Engineer - Technoline Systems & Services | April 2007 - August 2009

- Configured, tested, and maintained system hardware and software components.
- New computer Installation at customer site, online & offline support.
- Assisted with the installation of new hardware and software components.

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## Education

### B.B.A in HR and Business Administration

Albedo School of Business Management - Cochin | July 2010 - July 2012

### Hardware & Networking + CCNA

Accel IT Academy - Cochin | April 2007 - May 2008

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## Key Skills & Technical Profile

- Technical Skills, Operating Systems and Office suites handled.
- Hardware knowledge and clerical support.
- Dependable, Responsible, Active Listening, Planning and Coordination.
- Windows 11, 10 & 7, Linux OS, Linux Desktop, MS-Office Suites, 365, Outlook, Windows Live Mail, Thunderbird and WPS.
- G-suite, Google Drive, Docs, Ads, Sheets & Slides.
- Lead generation through Social media sites, like Facebook, Instagram & WhatsApp.

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## Accomplishments

- Achieved by completing Workshop Automation with accuracy and efficiency in 2 VTJ Hyundai locations.
- Got an opportunity to be a part of the member for handling the IT support to 4 main branches and 2 RSO locations at Geeyeem Motors.
- Presently heading and managing the entire IT department of VTJ Group.
- Successfully implemented the Linux desktop & Linux applications at VTJ Hyundai for the business purpose of the dealership.
- Managed around 125+ computers and gadgets in the office.

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## Profile

Full Name : Joseph Jomon  
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Date of Birth : 14-01-1984  
Languages Known : English, Hindi, Malayalam, and Tamil  
Marital Status : Single