JOBIT A R

Attuchalil House, Thalumkal PO Kavaly, Koottickal, Kottayam, Kerala - 686514

7561094257 | jobitar541@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

Softalaya
- Software Trainee, Palakkad, Kerala   September 2017 – August 2018

Bethany Medical Centre Aniakatty, Coimbatore, Tamil Nadu
- System Administrator   April 2019 – March 2021

Subbamma Mission Hospital, Moripodu Andhra Pradesh
- System Administrator and Assistant Administrator   August 2021 - April 2022

AMC Super Speciality Hospital, Tirupur, Tamil Nadu
- IT Administrator   June 2022 -

Education

The Global Open University, Nagaland   2023
- Master of Hospital Administration

CMS College of Science and Commerce Coimbatore, Tamil Nadu
- B Sc Electronics and Communication Systems   2018

JJMMHSS Yendayar, Kottayam, Kerala
- Higher Secondary (Plus 2)   2014

St. George High School Koottickal, Kottayam, Kerala
- SSLC   2012

Responsibilities

- To Install and configure software and hardware
- Manage network servers and technology tools
- Monitor performance and maintain systems according to requirements
- Manages user accounts and passwords, user privileges and access controls
- To Maintain IT Related Assets
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues

- Medical and Non Medical Items Purchase and Stock Maintaining
- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports

Skills

- Microsoft Office(Word, Excel, Power Point etc.)
- Server Maintenance (Windows Server Configuration and Maintenance etc.)
- OS Installation, Configuration, Instructions
- CCTV Installation, Planning and Maintenance
- Networking and Communication
- Hospital Information Management Systems(HIMS) Installation and Training
- User Account Management.
- Door Access Control Installation and Maintenance
- VMware Workstation
- Biometric Installation and Maintenance
- Trouble shooting and Problem Solving Skills
- Backup and Recovery Planning.
- Visual Basic (vb 6 .net)
- Microsoft SQL
- Remote Support.
- Software Installation and Updates.
- Data Entry Operator
- Computer Billing and Cashier

Languages

- English, Malayalam, Hindi and Tamil

Personal Details

- Date of Birth : 03/03/1996
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- Passport No : S8567950
- Father's Name : Reji George
- Permanent Phone No : 07561094257

Declaration

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