

## RESUME

### PERSONAL DETAILS

NAME : Sherin Stephen S  
DATE OF BIRTH : 18/02/1989  
GENDER : Male  
MARITAL STATUS : Married  
NATIONALITY : Indian  
RELIGION & CASTE : Nadar (LC), Christian  
FATHER'S NAME : Stephen T  
ADDRESS : Sherin Nivas. Parakkode  
Chempazhanthu P.O TVM, 695587  
TELEPHONE NO : +91 9400330454, 7736 7736 33  
EMAIL : *sherin454@gmail.com*  
LANGUAGES KNOWN : English, Malayalam, and Tamil  
PHYSICAL STATUS : Height: - 172 Cm Weight: - 62 Kg



### CAREER OBJECTIVE

- Seeking a reputed position in a well-established Computer Department with major responsibilities that will effectively utilize my professional skills, communication, leadership and organizational skill
- Looking forward to join in an organization that provide professional excellence to myself with knowledge and experience and can ensure success in my future

### Computer Knowledge

Microsoft Office, Adobe Photoshop, Adobe PageMaker, Pinnacle Studio, Computer Hardware & Networking, **CCNA** and their Troubleshooting, **Password Recovery/ Data Recovery** etc...YouTube Live Using Video Mixers

**Laptops & Desktop Servicing, CCTV, HD and IP Cameras, DVR, NVR, XVR, Server Based Connections, Access Controls, Load Balancers, Routers, Switches, etc...**

### Educational Background

Qualification	Name of School/College	Year of Examination	University/ Board/ Council	Percentage
BCA	Govt College Karyavattom	University of Kerala	Not Completed	
VHSE	Govt. Vocational, Higher Secondary School, Vattiyoorkavu	March 2009	Board of Vocational Education	62.5%
T.H.S.L.C	Technical High School Ulloor	March 2005	Board of Technical Education	62%

### DETAILS OF PROFESSIONAL WORK EXPERIENCE

SL No	Name of Firm	Start Date	End Date	Position
1	G-TEC Computer Education NALANCHIRA 8547228822	2/06/2014	31/10/2022	Hardware & Networking Trainer & IT Administrator & Digital Marketing Executive
2	NIMS MEDICITY	14/11/2022	TILL	Senior SYSTEMS & CCTV ADMINISTRATOR
3	VALSALA NURSING HOME THIRUVANANTHAPURAM <i>(SISTER CONCERN OF NIMS MEDICITY)</i>	01/04/2023	TILL	Senior SYSTEMS & CCTV ADMINISTRATOR
4	NIMS MICRO HOSPITALS BALARAAPURAM <i>(SISTER CONCERN OF NIMS MEDICITY)</i>	01/07/2023	TILL	Senior SYSTEMS & CCTV ADMINISTRATOR

### HOSPITALMANAGEMENT SOFTWARE EXPERIENCE

1	NIMS MEDICITY	TRENDACE, SUKRAA, ELLIDER <i>(Upgraded Version of Mediware)</i>
2	VALSALANURSING HOME	THEJA
3	NIMS MICRO HOSPITALS	ELLIXER

I have 5 Year Experience in Computer Servicing, am also worked some small firms for 6 months for studying this (Adonix Technologies Neyyattinkara, Omnicom Services Thirumala), Still am working as Service Technician as my own,

### **SESSIONS HANDLED**

- Server Configuration **Active Directory, DNS, DHCP, Cluster Management, Raid Config NAS, SAN etc...**
- CISCO Routers, Firewall Installation and Configuration, **Network Optimisation & Performance Upgradation**
- Also Conducted CMAT and GPAT EXAM as IT resource (Aptech)
- Personally, Handled Carnival Cinemas Server Side and CCTV Cameras
- Specialised in Network and System Monitoring through LAN and Smartphone

### Hospital Duties and Responsibilities

- Manage information technology and computer systems
- **Plan, organize, control and evaluate IT and electronic data operations, Including Security Systems (CCTV, Access Controls etc...)**
- Manage All staff by Recruiting, **Software (HIS) training for Staffs**
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness
- Server Backups and other backups and Their Supervision etc...

### **PERSONAL / PROFESSIONAL STRENGTH**

I take pride myself as a team player and a team member. I am interested to take the responsibilities of a leader and able to seek pleasure from the success of my team.

### **PERSONAL GOALS**

To enrich my professional competency as a technician and there by ensure professional and personal growth.

### **REFERENCES**

Name : - AjeeshT  
Job Title : - G-TEC Computer Education PVT LTD Nalanchira  
Ph: +91 8547228822

Name :- JESSY JOHN  
JOB Title :- HR Manager NIMS Medicity  
+91 8754965102

### **DECLARATION**

I do hereby declare that the information given above is true and correct to the best of my knowledge and belief.

Place: Thiruvananthapuram

Date: 04/12/2024

Sherin Stephen.