

CURRICULUM VITAE

ARULMANI K

6/333, Mariappan Nagar,
Kamarajar Nagar Colony,
Salem - 636014.

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OBJECTIVE

Optimum utilization of academic and technical skills in a challenging and competitive environment, looking forward for such an opportunity that helps in augmenting the Organizational interests coupled with improving my professional and personal skills.

TECHNCAL SKILLS

Network OS	: Windows NT 4.0, 2000 and 2003, 2012 R2 Server Enterprise Edition
Server Configurations	: ADS, DNS, DHCP, RIS.
Client OS	: Windows 2000 / XP Prof. / Windows 7/ Windows 8 / Windows 10.
Hardware Server	: WIPRO / DELL / Lenovo / IBM
Desktop PC	: All types of Desktops and Laptops.
Hardware Maintenance	: System & Printer (Dot Matrix), CCTV Camera, EPBX.
Typewriting	: English & Tamil
Networking	: Rack Mounting, Patch Panel Fixing & Termination, Unmanaged Switch or Hub Fixing, IO Fixing & Crimping, RJ45 Connector Crimping, Cyberoam Firewall Maintenance.
Multiple Activities	: Insurance Dept Maintaining, NABH Coordinator, Hospital Certificate maintaining, Hospital Admin Work.

CERTIFICATIONS

✓ Microsoft Certified Professional

1. Microsoft Certified Professional (MCP) completed in 2010.

2. Microsoft Certified System Administrator (MCSA) completed in 2010.

PROFESSIONAL EXPERIENCE

Designation: SYSTEM ADMINISTRATOR.

Organization: Sambandam Group of Companies & Hospitals, Salem.

Period: Dec 2003 – Apr 2009.

Job Responsibilities:

- Installing and troubleshooting with **Wipro Server** and working with its diagnostic tools and log preparation.
- Configuring & Troubleshooting different hardware, etc.,
- Payroll & Salary work.
- Windows 2003 Server installation and configuration which includes Domain Network, Directory Services, File System Management, User Management, User Profiles, etc.
- Maintenance of Files and Users information' s.
- Assigning user level permission to files and shared folders.
- Deploying Security patches for all Servers and workstations through remote servers.
- Scheduling Daily Virus scan and antivirus updating through FTP sites.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Hospital Software maintaining, patches updating, user convenient reports creating.

Designation: SYSTEM ENGINEER.

Organization: Vinayaga Mission Hospital, Salem,

Period: Apr 2009 to Sep 2010.

Job Responsibilities:

- Installation, Maintenance and troubleshooting of Servers, Desktops and Laptops and network printers maintaining.
- Installing and updating service packs, Patches, Anti-virus updating in client places.
- Performing routine backup and system Maintenance.
- LAN and Intranet Infrastructure Maintenance.
- Payroll & Salary work.
- Deploying software using GHOST images.
- Installing and troubleshooting the Computers & Peripherals at Home segments handling like all Printers, Scanners, & Multimedia products etc.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Installing all types of Software.
- Prepared Technical Documents for day-to-day problems and Installation guide for Software.
- Hospital Software maintaining, patches updating, user convenient reports creating.

Designation: SYSTEM EXECUTIVE.

Organization: Neuro Foundation Hospitals, Salem.

Period: July 2011 – Dec 2015.

Job Responsibilities:

- Installation, Maintenance and troubleshooting of Servers, Desktops and Laptops and network printers maintaining.

- Installing and updating service packs, Patches, Anti-virus updating in client places.
- Windows Server 2012 R2 installation and configuration which includes Domain Network, Directory Services, File System Management, User Management, User Profiles, etc
- Performing routine backup and system Maintenance.
- LAN and Intranet Infrastructure Maintenance.
- Deploying software using GHOST images.
- Installing and troubleshooting the Computers & Peripherals at Home segments handling like all Printers, Scanners, & Multimedia products etc.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Installing all types of Software.
- Prepared Technical Documents for day-to-day problems and Installation guide for Software.
- Hospital Software maintaining, patches updating, user convenient reports creating.
- Payroll & Salary work.
- CCTV camera Software installation.
- Epbx intercom machine installation & maintenance.

Designation: Sr.SYSTEM ADMINSTRATOR & HOSPITAL GENERAL MANAGER.

Organization: Jaaidev Hospital (P) Ltd., Salem.

Period: Dec 2015 – Nov 2018.

Job Responsibilities:

- Installation, Maintenance and troubleshooting of Servers, Desktops and Laptops and network printers maintaining.
- Installing and updating service packs, Patches, Anti-virus updating in client places.
- Windows Server 2012 R2 installation and configuration which includes Domain Network, Directory Services, File System Management, User Management, User Profiles, etc
- Performing routine backup and system Maintenance.
- LAN and Intranet Infrastructure Maintenance.
- Deploying software using GHOST images.
- Installing and troubleshooting the Computers & Peripherals at Home segments handling like all Printers, Scanners, & Multimedia products etc.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Installing all types of Software.
- Prepared Technical Documents for day-to-day problems and Installation guide for Software.
- Hospital Software maintaining, patches updating, user convenient reports creating.
- Payroll & Salary work, HR work.
- CCTV camera Software installation.
- Epbx intercom machine installation & maintenance.
- Insurance department maintaining.

Designation: SYSTEM MANAGER AND HOSPITAL OPERATION MANAGER

Organization: Neuro Foundation Hospitals, Salem.

Period: November 2018 – November 2022.

Job Responsibilities:

- Installation, Maintenance and troubleshooting of Servers, Desktops and Laptops and network printers maintaining.
- Installing and updating service packs, Patches, Anti-virus updating in client places.
- Windows Server 2012 R2 installation and configuration which includes Domain Network, Directory Services, File System Management, User Management, User Profiles, etc
- Performing routine backup and system Maintenance.
- LAN and Intranet Infrastructure Maintenance.
- Deploying software using GHOST images.
- Installing and troubleshooting the Computers & Peripherals at Home segments handling like all Printers, Scanners, & Multimedia products etc.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Installing all types of Software.
- Prepared Technical Documents for day-to-day problems and Installation guide for Software.
- Hospital Software maintaining, patches updating, user convenient reports creating.
- Payroll & Salary work.
- CCTV camera Software installation.
- Epbx intercom machine installation & maintenance.
- Hospital Complete Statutory Certificate work.

Designation: SYSTEM MANAGER AND OPERATION MANAGER

Organization: Arokya Hospitals, Salem.

Period: November 2022 – Till Date.

Job Responsibilities:

- Installation, Maintenance and troubleshooting of Servers, Desktops and Laptops and network printers maintaining.
- Installing and updating service packs, Patches, Anti-virus updating in client places.
- Windows Server 2012 R2 installation and configuration which includes Domain Network, Directory Services, File System Management, User Management, User Profiles, etc
- Performing routine backup and system Maintenance.
- LAN and Intranet Infrastructure Maintenance.
- Deploying software using GHOST images.
- Installing and troubleshooting the Computers & Peripherals at Home segments handling like all Printers, Scanners, & Multimedia products etc.
- Troubleshooting Network Connectivity and resolving technical problems.
- Maintenance and Up gradation of a Local Area Network (LAN).
- Installing all types of Software.
- Prepared Technical Documents for day-to-day problems and Installation guide for Software.
- Hospital Software maintaining, patches updating, user convenient reports creating.
- Payroll & Salary work.
- CCTV camera Software installation.
- Epbx intercom machine installation & maintenance.

- Hospital Complete Statutory Certificate work.
- Hospital Insurance department complete work.
- Hospital Admin work & NABH certificate coordinate work.

WORKING EXPERIENCE

- December 2003 to April 2009 – Sambandam Group of Companies & Hospitals, Salem, 6 yrs.
- May 2009 to Sep 2010 - Vinayaga Mission Hospital, Salem, 14 months.
- July 2011 to Dec 2015 – Neuro Foundation Hospital, Salem, 4.5 yrs.
- Dec 2015 to November 2018 – Jaaidev Hospital (P) Ltd., Salem, 2.9 yrs
- November 2018 to November 2022 – Neuro Foundation Hospital, Salem, 4 yrs
- November 2022 to Present – Arokya Group of Hospitals, Salem,

EDUCATIONAL INFORMATION

- **M.Sc.,** - Vysya College, Salem.
- **B.Sc.,** - Avs College, Salem.
- **Microsoft Certified System Administrator** certification.

PERSONAL INFORMATION

Father name	: Mr. S.Krishnasamy
Date of Birth	: 19 th June 1980.
Sex	: Male.
Nationality	: Indian.
Marital status	: Married.
Languages known	: Tamil and English.
Passport	: Yes
Permanent Address	: 6/333, Mariappan Nagar, Kamarajar Nagar Colony, Salem - 636014. 09994037370

DECLARATION

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

Yours faithfully,

(ARULMANI .K)