**GANESH BABU N**



 **Email:** ganeshbabu1992@gmail.com

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**Profile Summary:**

* Hands on experience on Windows 2008 server Administration & Troubleshooting.
* Installation of Linux operating systems & basic troubleshooting.
* Network configuration and troubleshooting.
* Good experience on Windows desktop Administration.
* Supervising of the labors.

**Experience Profile:**

* Worked as IT Assistant from 3rd May 2010 to 21st Aug 2012 at Tech Mahindra.
* Worked as System Administrator from 27th Aug 2012 to 31stJan 2016 at Thrombosis Research Institute.
* Worked as Housekeeping Supervisor from 3rd May 2017 to 14th Jan 2020 at Aruna Enterprises.

**Educational Profile:**

* Completed SSLC in the year 2008
* Completed ITI in CNC (Computer Numeric Control) in the year 2010.

**Hardware Skills:**

* Installation and troubleshooting hardware like NIC cards, Sound card, etc.
* Configuring and troubleshooting device Drivers.
* System Assembling, Disassembling and Maintaining.

Responsibilities**:**

* Holding meetings with Housekeeping staff to discuss their job functions.
* Ensuring that rooms and bathrooms are cleaned on a daily basis. Inspecting guest rooms and guest areas.
* Supervising the disposal of trash and waste.
* Directing housekeeping staff to ensure a high standard of cleanliness in all public areas.
* Maintaining a high standard of personal appearance and grooming.
* Vacuuming carpets and mopping and sweeping tile floors.
* Training up new housekeeping staff.
* Maintaining an inventory of guest room and housekeeping supplies.
* Complying with all health and safety standards.
* Maintaining key control.
* Always having a professional appearance and attitude.

 **Desktop Administration:**

* Installation and configuration of Operating System such Windows XP, Windows vista, windows 7, Windows 2003, Windows 2008.
* Manage the user Accounts and groups
* Installation of Antivirus and Troubleshooting virus problems.
* Managing NTFS files and folder security.
* Configuring Outlook for mail account and maintaining mail server.
* Troubleshooting of Operating System such as Win- XP, Win vista, Win 7, Win-2008.
* User Management.
* Maintain up-to-date inventory of all desktops, printers, OS License & peripheral equipments.
* Diagnosing firewall issues and coordinating with firewall service provider.
* Diagnosing mail server/client issue and coordinating with mail service provider.
* Maintained, repaired, diagnosed and debugged hardware and networking devices Configuration and Backup of Outlook mails.
* EPF Submitting files handling employs.
* Creating UAN Numbers,Active UAN Number,Exit UAN.

**Windows Server 2008 Administration:**

* Installation and configuration of Windows 2k8 r2 Server.
* User Account adding and removing of Active Directory.
* Managing system updates and configuring network printers, Creating Domain user accounts and Configuring user profiles
* Implementing of NTFS files and folder permissions and Network shares and permissions.

**Personal details:**

Name : GANESH BABU.N

Father Name : Nagaraj.C
 Date of Birth : 13th May 1993.

 Languages Known : English, Tamil, Telugu and Kannada, Malayalam..

 Address : The Opal Bulding 1

 7th Floor, Room No: 704,

 Burjuman,Dubai.

 **PASSPORT INFORMATION**

* Passport Number - M9489220
* Place of Issue-Chennai (India)
* Date Of Issue - 10/05/2015
* Date Of Expiry - 18/05/2025

Place : Dubai
Date : **(GANESHBABU N)**