

Subhash Kumar

[Nutan Niketan, Road No. 3, Lajpat Nagar, Pundag, Ranchi, Jharkhand - 834002] |
[07979932714] [subhashkrm@gmail.com]

MANAGEMENT INFORMATION SYSTEM

Career Summary

Experienced Management Information System Executive skilled at keeping today's sophisticated computer systems running efficiently and maintaining business operations. Excellent managerial and interpersonal faculties invaluable to ensuring task and projects are conducted in timely and successful manners at all times.

TECHNICAL PROFICIENCY

- Strong interpersonal skills, capable of communicating at all levels
- Working knowledge of Management Reporting with good analytical skills
- Prior experience of working with System flows, platform changes & application enhancements
- Excel, VBA automation reporting skills
- Team player with good interpersonal, communication and problem-solving skills
- Planning and Prioritization and Partner communication
- Good communication and problem-solving skill.

Objective: Skilled Data Analyst successful at developing, managing and maintaining technology-based business systems. Well-organized team player with high-level analytical skills and history of motivating leader...

PROFESSIONAL EXPERIENCE

World Health Partners

Ranchi

Feb 2019 – At Present

Job Responsibilities:

Senior Administrative Officer cum Analyst MIS Reporting:

- Prepared monthly Performance Status Reports.
- Provided administrative support to the management team, including scheduling meetings, coordinating travel, and preparing meeting agendas.
- Processed and monitored incoming and outgoing correspondence, including emails, letters, and faxes.
- Compiled and maintained records, including confidential personnel, financial, and legal documents.
- Assisted in the preparation of reports, presentations, and other documents.
- Performed data entry and maintained database records.
- Organized and managed office filing systems.

- Answered telephone calls, took messages, and provided information to callers.
- Developed and maintained office supply inventories.
- Prepared and managed travel arrangements.
- Greeted visitors and directed them to the appropriate personnel.
- Collated, analyzed and documented company's quarterly and Monthly performance details.
- Created database reports for management evaluation.
- Generate timely and accurate reports for analysis. Handling the back-end operations works.
- MIS reporting by using MS Excel at Operational level. Preparation of various MIS
- Preparing MIS on Daily / Weekly & monthly Basis.
- Generating & maintaining day to day MIS Data and updating the management.
- Generating & maintaining the Month end Due Reports top management.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
- Generating & Maintained the NPA & PNPA Reports.
- Team Management - Leading the team for data extraction, analysis and system testing, summarizing results in standard quality control reports and documents and further sharing it with business partners
- Teamwork - Develop cross-site relationships to enhance understanding; visioning synergies within SIS activities and implementing value added enhancements to the process
- Communication and Relationship - Independently manage end-to-end project/partner communication across the various levels in the organization; it is extremely critical to develop and maintain smooth relationship with partners across business units
- Trained end-users by means of verbal personal instruction and specially designed documentation. Respond to support requests in person and via telephone and email.
- Ability to work for long hours and deliver results within reasonable timeframe to ensure internal client satisfaction.
- Attend business/functional reviews with partners/stakeholders
- Dedicated to finishing projects by or even before the set deadline.

Care India

Patna

Nov 2015 – Jan 2019

Job Responsibilities:

- Supporting Department of Health, Bihar and Social Welfare Department of Bihar to implement Manav Sampada Application.
- Creating MIS report for Manav Sampada Application.
- Analysis of data to produce frequencies of different indicators, descriptive, cross-tabs, simple correlations etc.
- Extracting data for various analysis report as required by my superior.
- Coordination with District team for report.
- Perform regular server testing and documented result in reports.
- Monitored server performance and made software update recommendations.
- Addressed and sought to resolve user issues in a timely manner.
- Coordinated with other team members to install servers.
- Performed regular security checks.

Consortium Hi-Tech P. Ltd.
2015

New Delhi

May2015 – Oct

Role: Server Administrator deputed in AIIMS, New Delhi

Job Responsibilities:

- Ensured the smooth operation of Exchange servers.
- Resolved server issues.
- Performed security monitoring tests to identify intrusions.
- Deployed performance enhancing/monitoring tools.
- Recommended new updates and changes required by the clients.
- Documented the new Windows server settings that have been applied to the network.

Senior Windows System Administrator

- Managed the overall administration of Windows System applications.
- Performed various troubleshooting and maintenance operations in Windows Exchange Server environments.
- Coordination with IT vendor and service providers.
- Managing all application and software behaviour on the client and server.
- Troubleshooting Servers, SYSTEM & Networking problems.
- Troubleshooting the Day-to-day problem raised by users in System and Software's.

SMR SOLUTION PVT LTD.

New Delhi

May 2010 – April 2015

Deputed at Central Pollution Control Board (CPCB)

Role : Team Leader

Job Responsibilities:

- Updating and monitoring IT user accounts.
- Maintenance & management of the Critical Windows based Exchange Server Environment.
- Maintaining up to date Antivirus levels on all machines company wide.
- Working on Active Directory accounts, configuration of Desktop & laptops.
- Managing and monitoring of backups in multiple locations.
- Providing maintenance support and break-fix solutions.
- Follow documented processes i.e. implementing change control procedures.
- Liaising & meeting with external suppliers of IT services.
- Producing reports for senior managers.
- Troubleshooting technical problems and implementing solutions.
- Supporting a multi-site IT infrastructure of at least 300 employees.
- Responsible for the fast and accurate troubleshooting of reported faults.
- Providing technical support via helpdesk systems for a wide range of internal & external applications.

KEY SKILLS AND COMPETENCIES

- Highly organized and disciplined with a passion for Information Technology.
- A positive, high energy team player.
- Knowledge of VBScript, Shell Script, HTML language & Software license control.
- Having a passion for providing excellent customer service.

- Customer focused and keen on exceeding expectations.

SMR SOLUTION PVT LTD New Delhi May 2010 – April 2015

Deputed at Controller General of Defense Accounts (CGDA)

Role : Team leader

Job location: CGDA {Ulan Batar Road, Palam, New Delhi}.

Job Responsibilities:

- Supporting for IT implementation in CENTRAD (Training Division) Delhi Cant. New Delhi.
- Troubleshooting Client's and Server application Installation and up-gradation. Continue managed Server backup, video conferencing coordination.
- Managing 450 PCs, 35+ Laptops, Intranet, Fibber optics LAN & Switch's, Wireless LAN ,350+ Printers .
- Maintained the Server & Antivirus Server.
- Troubleshooting the Day-to-day problem raised by users (Desktop & other IT equipment's).
- Responsible for the development of overall network design, and future application requirements to predict application response.
- Responsible for the ASP Weekly & Monthly reporting to CG & SMR Sol. Pvt. Ltd. For two locations (CGDA & CENTRAD).
- Managed all IT assets in the location.
- Installation and management of Quick Heal Admin Console 4.6.

Achievements worked CGDA.

In that period I have done various IT jobs with new implementation and manage location with my team. I have developed my skill and effort's.

DIGICOM Pvt. Ltd INDIA Ranchi(Jharkhand)

Duration : October 2007 to April 2010.

Role : System Administrator ,Customer Support Engineer.

Job location : Ranchi,and all-over Jharkhand.

Responsibilities:Maintained IBM systems and servers all over Jharkhand in government offices as well as private organisations.Hardware and software installation and testing. Successfully interacted with internal and external agencies to restore functionality in a timely manner.

Deputed at Chief Election Office Ranchi(Jharkhand) Behalf of DIGICOM Pvt. Ltd.

Role: System Administrator.

Job Responsibilities:

Setup and maintain 30 PC's 5 Laptops with one server (OS Windows 2003 Server). Responsible for manage important data and IT system,s on the period of Jharkhand Assembly election 2005

Deputed at ILRI Ranchi {Indian Lac Research Institute} Behalf of DIGICOM Pvt. Ltd.

Role : System Administrator.

Job Responsibilities: Regular Maintaining LAN, 85 PC 'S, 50 PRINTER'S, LINUX SERVER with Lease line internet connection. Manage typical software & hardware equipment, Troubleshooting SYSTEM & Networking problems,

Achievements worked with DIGICOM:

In that period I have led various project implementations and manage full project lifecycles for the company. I have developed my skill and effort's.

Customers : Jharkhand IT Department, Indian spaces application center Ranchi, Ranchi College Ranchi, B.I.T. Sindri Dhanbad (Jharkhand), Marwari college Ranchi ,and home users.

Selected Professional Performance:

EDUCATION & QUALIFICATIONS

Bachelor of Science in Information Technology (**B.Sc.IT.**)

PERSONAL DETAILS:-

About Me:	
Name	Subhash Kumar
Nationality	Indian
Gender	Male
Date of Birth	26-Jan-1981
Contacts:	
Mobile:	7979932714, 8936893964
E-mail	subhashkrm@gmail.com ,
Present Address/ Mailing Address:	Nutan Niketan, Road No. 3, Lajpat Nagar, Pundag, Ranchi, Jharkhand - 834002
Permanent Address/ Mailing Address:	Nutan Niketan, Road No. 3, Lajpat Nagar, Pundag, Ranchi, Jharkhand - 834002
Languages	English, Hindi.
Current CTC	6.18 Lacs Per Annum
Expected CTC	7.50 Lacs

Place : Ranchi

Subhash Kumar