

ANOOP K BALAN

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Location: Doha, Qatar.



CAREER - OBJECTIVE

To obtain a challenging and rewarding position in IT-Administrator with an organization this recognizes my true potential and provides me sufficient avenues for professional growth through nurturing my technical skills and competencies

PROFESSIONAL SUMMARY

- ❖ A Professional IT Administrator having **9+ years of experience** which includes **7+ years of Qatar** experience in leading Construction and Commercial firms.
- ❖ **Presently Working in Northgate WLL and Equinox Global Investments LLC.**
- ❖ Worked in leading Construction companies of Qatar as **IT Administrator - ACT Companies (TEDESCHIA & BAHADIR) Enterprises Pvt Ltd.**
- ❖ **IT Assistant of Indian Judicial System** –Thrissur district court.
- ❖ **IT Support** of Indian Leading Marketing Firm.
- ❖ Experience to handle Windows Server management & Firewall security system.
- ❖ Hands on experience in **Windows Server Administration** ---- Server 2003, Server 2008 Server 2012 & 2016
- ❖ Install, configure, and troubleshoot PC's hardware, OS (Windows 7, 8, 10 & 11), software & applications
- ❖ Install, configure, and troubleshoot networking equipment, printers and scanners.
- ❖ Other Skills: Procurement of IT Cycle, Technical Support, IT Asset, Customer Service, Troubleshooting, IT Service Management
- ❖ Analyzing of security features and implementation for avoiding potential threats.
- ❖ Microsoft 365 Admin
- ❖ Well knowledge in CCNA Routing and Switching---- Internetworking, Routing & Switching, VPN, LAN/WAN, WLAN, Access Points, Firewalls, TCP/IP, Sub netting
- ❖ Trained in **VMware** Administration

WORK/PROFESSIONAL EXPERIENCE

NORTHGATE WLL AND EQUINOX GLOBAL INVESTMENTS LLC

Project Location – Doha, Qatar.

IT –Officer (Server, network, system)

Reporting to: CFO&HR Head | From Jul 2021 to Present

Duties and Responsibilities

- Handle Windows server 2012 r2, 2016 administration
- Windows Server Backup and NAS Backup Administration -Disaster Recovery
- Support the client for resolve the IT related issues
- Sonic-wall firewall security Management and troubleshooting.
- Administration print server using UNIFLOW
- Experience in ZK-TECO Bio-Metric attendance management systems
- Experience CCTV & POS systems



ACT - ADVANCED CONSTRUCTION TECHNOLOGIES (BAHADIR-TEDESCHIA JV)

Project Location – Al Udeid Air Base, Qatar.

IT –Support (Server, network, system)

Reporting to: Department Head & Project Director | From Jul2019 to Jun 2021

| From Feb2013 to Feb 2016

Duties and Responsibilities

- Responsible for Network Infrastructure (LAN & WAN) and End Users which contains more than 200+ Workstations for Branch site offices of ACT Pvt Ltd.
- Support the client (Qatar Armed Force) to resolve the IT related issue.
- Installed and administration of Windows Server Operating System (2008, 2012, 2012r2) and Client Operating System (7, 8, 10)
- Installation, configuration and troubleshoot the services such as DNS, DHCP and other software related services in Windows Server 2003, 2008 and Windows Server 2012.
- Administrating of Virtual Environment such as Hyper-V and VMware Workstation
- Managed Active Directory User & Groups, Permissions & Shared Permissions
- Windows Server Backup and NAS Backup Administration (Disaster Recovery)
- Diagnosis of desktop, application, networking and infrastructure issues
- Sonic Wall NSA-2400 Firewall Administration (App Rules setting, Network Failover and VPN etc.)
- Handling the Asset management system using Microsoft NAV ERP software.
- Installation and configuration of Network devices like Network Printers, Plotters, Scanners, Wireless Network Devices, Print Server and Firewall
- Providing end users support for **SharePoint, Navision, IFS, Carl users.**
- Configure mail clients (Microsoft outlook 2007, 2010, 2013, 2016, Office 365)
- Implementation and administering Panasonic PABX TDA-600, TDA-620 for digital and analog telephony
- Structured Cabling for Data and Telephone (Cat-6, Cat-5 and Cat-3) Software Support for Carl source (Maintenance Management System)

THRISSUR DISTRICT COURT ---DEPARTMENT OF JUDISIARY

Project Location – Kerala, India

System Assistant
Server, Network& Systems Administration

Reporting To: IT Head | From Aug 2018 to Jul 2019

Duties and Responsibilities

- Promoted as systems Assistant role to lead a three-member IT team in Configuring, troubleshooting and maintaining Linux infrastructure for district Court (Department of Judiciary Govt. India)
- Provide assistance to employees on any technical concerns.
- Scheduled backup for assai servers for weekly basis.
- Maintaining network printers and devices.
- Troubleshooting system hardware/software issues.
- Identifying and resolving issues that arise with networks and systems.
- Maintaining and updating Time Management System

AREAS OF KNOWLEDGE IN DEVICES

SERVERS	➤ Dell Power Edge R730 ➤ Server HP Storage Easy 1450 ➤ HP ML10 ➤ HP ProLiant DL 380 ➤ IBM MT 7328
NAS	➤ Synology DS1817 ➤ Synology DS1618+
FIREWALL	➤ SonicWall TZ500 ➤ SonicWALL TZ 215
ROUTER	➤ Cisco ISR 1841
SWITCH	➤ D-Link DES 1200 Series ➤ D-Link DGS-1024D ➤ HP 2500 Series ➤ Cisco Nexus 2200 Series
DIGITAL VIDEO RECORDER	➤ HIKVISION DS-7208HWI-SH ➤ DVR 2116C
ACCESS CONTROL SYSTEM	➤ ZKTeco MV 30 ➤ ZKTeco MH20 ➤ ZKTeco S922 ➤ Sunbird 260

ACADEMIC QUALIFICATION

Computer Engineering from **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)-Govt Polytechnic college Kunnankulam**

Key Modules:

Management in IT, Networking Concepts and Technology, Database Management Systems
Network Infrastructure, Web-Technology, C, C++ Programming and data structure, Artificial
Intelligence, Assembly language programming, Digital Electronics, System Software

PROFESSIONAL QUALIFICATION

Microsoft® Certified IT Professional

Certification/Version: Server Administration Windows Server 2008

Microsoft® Certified Solutions Associate

Certification/Version: Windows Server 2008

Microsoft Certified Professional

Certification/Version: Microsoft Certified Professional

Microsoft® Certified Technology Specialist

Certification/Version: Windows Server 2008 Network Infrastructure

Certification/Version: Windows Server 2008 Active Directory

Exam ID	Description
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646Pro:WindowsServer2008, Server Administrator	
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642WindowsServer2008 Network Infrastructure, Configuring	
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640 WindowsServer2008 Active Directory, Configuring	
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Cisco Certified Network Associate (CCNA) Trained

CCNA - 200-120 Routing and Switching

VM Ware Trained

PERSONAL INFORMATION

Date of Birth	:	11 th June 1985
Passport No	:	S2006511
Marital Status	:	Married
Sex	:	Male
Nationality	:	India
Qatar ID	:	28535642669
Visa Status	:	Transferable work Visa with NOC

I do hereby Certify that the above information provided by me are true and fair to the best of my knowledge

Yours sincere

Anoop K Balan