

AMIT KUMAR

SYSTEM ADMINISTRATOR



EDUCATION

BSC IT

C. S. J. M. UNIVERSITY / KANPUR
2002-2005

ADCH&N

JETKING / SOUTH DELHI
2005 – 2006

CCNA

JETKING / SOUTH DELHI
2012

SKILLS

- System Administration & Server
- Hardware/Software Management
- Networking, Firewalls & Data Security
- ERP & Cloud Services
- Website Design & Ad Creation
- IT asset management
- Google workspace administration
- Domain Management

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ABOUT ME

Experienced IT professional in an educational institution, specializing in system administration, server upgrades, hardware/software management, networking, and data security. Skilled in staff training on ERP and cloud services, website design, ad creation, and Meta Ads management to enhance digital presence and student enrollment. Proficient in IT asset management, Google Workspace, and business account administration to streamline communication and optimize operations.

EXPERIENCES

SYSTEM ADMIN (IT HEAD)

G D GOENKA PUBLIC SCHOOL, JHANSI | JAN 2025 - Present

In my present school, I am responsible for software, hardware, and server maintenance, along with networking, firewall, and data security administration. I provide staff training on ERP and cloud services, design websites and ad creatives, and manage Meta Ads to support digital presence and enrollment. Additionally, I oversee IT asset management and administer Google Workspace to streamline communication and daily operations.

SYSTEM ADMIN (IT HEAD)

DOON INTERNATIONAL SCHOOL/ PURNEA | NOV 2023 – DEC 2024

In this school, I was responsible for software, hardware, and server maintenance, as well as networking, firewall, and data security administration. I trained staff on ERP and cloud services, designed websites, created ads, and managed Meta Ads to enhance digital presence and enrollment. Additionally, I managed IT assets and administered Google Workspace to streamline communication and daily operations.

SYSTEM ADMIN (IT HEAD)

G D GOENKA PUBLIC SCHOOL / PURNEA | APRIL 2018 – OCT 2023

In this school, I was responsible for software, hardware, and server maintenance, as well as networking, firewall, and data security administration. I trained staff on ERP and cloud services, designed websites, created ads, and managed Meta Ads to enhance digital presence and enrollment. Additionally, I managed IT assets and administered Google Workspace to streamline communication and daily operations.

IT & NETWORK MANAGER

GALAXY INFOCOM / PURNEA | FEB 2010 – MARCH 2018

Maintaining computer networks, routers, and other hardware. Installing and configuring network equipment, creating firewalls, and updating antivirus software and data security systems to ensure protection of data and communications.

IT MANAGER

VISHAL MEGA MART / KATIHAR | JUNE 2006 – DECEMBER 2009

Maintaining computer networks, routers, and other hardware. Managing data backups, recovery processes, and disaster recovery plans. Leading and supervising the Billing team, providing direction, training, and support.

Amit Kumar.
Signature