



CHITRANIVA KUNDU

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Career Objective: To obtain a Cloud Administrator position where I can leverage my expertise in cloud technologies and system administration to enhance operational efficiency and contribute to the company's growth.

Professional Summary: Experienced Cloud Administrator with a strong analytical mindset and a passion for problem-solving. Skilled in implementing security measures, conducting risk assessments, and ensuring compliance with industry standards. Proficient in managing cloud services, particularly Azure, with a proven track record of optimizing system performance and enhancing operational efficiency.

Education:			
Course	University	Pass out year	Percentage
10 th	West Bengal Board of Secondary Education	2012	65%
12 th	West Bengal Council of Higher Secondary Education	2015	60%
Diploma in Electrical Engineering	WBSCTE University, Kolkata	(2015-2018)	70%
Bachelor of Technology in Electrical Engineering	MAKAUT University, Kolkata	(2018-2021)	80%

Technical Skill-set:

- Operating Systems:**
 - You're familiar with both Windows and Linux, which is essential for versatility in IT environments.
- LAN Technologies:**
 - Understanding network topologies, IP addressing (including subnetting), and OSI model is crucial for network design and troubleshooting.
 - Remote desktop access and domain configuration are valuable skills for managing network resources.
- Hardware & OS Management:**
 - Managing computer peripherals, installing software, and configuring operating systems (from Windows XP to Windows 11) are fundamental tasks.
 - Proficiency in MS Office is essential for productivity and collaboration.
- Networking:**
 - TCP/IP, DNS, FTP, VPN (Site-to-Site, Point-to-Site), and Network Security Groups are key components of network communication and security.
 - Firewall configuration ensures network protection.
- Protocols:**
 - You're well-versed in essential protocols like TCP/IP, RDP, SSH, FTP, HTTP, and HTTPS.
- Azure Cloud Services:**
 - Azure Virtual Machines, networking, Active Directory, storage services, load balancing, backup, recovery, and monitoring with Log Analytics—all critical for cloud infrastructure management.
- AWS Cloud Computing:**
 - AC3 and Git - valuable skills for working with Amazon Web Services.
- VMware:**
 - App Platform, Anywhere Workspace, cloud infrastructure, and networking—important for virtualization and hybrid cloud environments.
- Ticketing Tool:**
 - ServiceNow expertise helps streamline IT service management.
- Data Storages:**
 - Acronis and Veeam is essential for data backup and recovery.
- Scripting Language:**
 - PowerShell is a powerful tool which used for automation and administration.
- SAP Tool:**
 - SAP IS-U is specialized knowledge used for utility industry solutions.
- Other Tools:**
 - Office 365, advanced Excel, Microsoft Outlook configuration, troubleshooting, software installation, user support, security management, documentation, and remote support.

Certifications

- Microsoft Azure (MAZ104): Certification No: 69176A-5Q2B
Issued: March 2024

- CNA Certification No: UC-d863cb82-188a-47ad-83b8-54b4afad5fa
Issued: March 2023

Work Experience:

1. Company Name: ADL Engineering Consultant PVT LTD

Project Coordinator Sep 2021 — Feb 2022

Responsibilities: Delhi, India.

- Managed IT Cloud infrastructure on Azure, VMware, AWS and supported deployments and incidents
- Managed Active Directory, DNS, DC, and ADC servers and Office365
- Worked on Azure SAP cloud platform and SaaS, preparing material billings and vendor transactions.
- Coordinated with project and site engineers, prepared project documentation and costing sheets.
- Attended client meetings and secured projects for the organization.

2. Company Name: Wipro Technology LTD

Technical Associate April 2022 — Aug 2023

Responsibilities: Kolkata, India

- Managed IT Cloud infrastructure on Azure, VMware, AWS and supported deployments and incidents.
- Managed Active Directory, DNS, DC, and ADC servers and Office365
- Provided core support for Microsoft products (Skype for Business, Outlook, Access, Excel, Word).
- Handled hardware refresh and rollout of Windows 7 and 10.
- Developed reports and enhanced process performance.
- Configured and managed Azure VMs and networks, ensuring high availability and security.

3. Company Name: Teleperformance

Technical Associate Oct 2023 — Feb 2024

Responsibilities: Kolkata, India.

- Managed IT Cloud infrastructure on Azure, VMware, AWS and supported deployments and incidents
- Managed Active Directory, DNS, DC and ADC server, Office365
- Monitored and handled tickets as per policy.
- Supported Azure deployments, incidents, and change management processes.
- Configured and managed Azure VMs, including resizing and disk expansion.
- Implemented Azure Site Recovery for business continuity.
- Designed and managed Network Security Groups (NSGs).
- Configured Azure Backup and performed VM restorations.
- Integrated Azure Log Analytics for monitoring and tracking metrics.
- Provided on-call support and troubleshooting for day-to-day issues

Personal Profile:

Father's Name: Mr. Chittaranjan Kundu

Mother's Name: Mrs. Kakali Kundu

Date of Birth: 21st September 1996

Languages: English, Hindi, Bengali

Hobbies: Playing volleyball, Traveling, Listening music

Strengths: Honesty, politeness, determination, verbal skills, hard work, courage, initiative, interpersonal relations, adaptability under pressure.

Address: Vill- Sthirpara, P.O- Mandalpara, Dist.-North 24 Parganas, State- West Bengal, Pin-743127

Declaration:

The information provided is true to the best of my knowledge and belief.

Date: 06/07/2024

Signature: 

