



Anuj Kaushik

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Professional Summary

To obtain a challenging position where I can utilize my knowledge of networking and it should provide career growth. Knowledgeable and skilled IT Manager bringing in-depth knowledge of software, hardware and systems. Supports operational goals with well-planned and implemented information technology solutions. Collaborative in building and deploying strategies for current and forecasted demand.

Career Summary

- A skillful, dynamic and multitalented person with having Diploma in Networking and hardware engineering.
- Excellent in implementing new and innovative networking ideas in the systems.
- Expert in troubleshooting and maintaining the existing network system.
- Excellent in developing a new and smooth communication channel for a group of people.
- Excellent in maintaining the documents of related systems.

Personal Qualities

- Exceptional presentation and interpersonal skills
- Able to handle pressure situations
- Able to work individually as well as in a group

Academia

- Diploma in Computer Hardware and Networking CCNA.
- Diploma in Software Technology
- Intermediate from National Open School
- SSC from National Open School

Technical Experience

Operating Systems: Win 98, Win 2000, Win XP, Win 7, Win 8.1, Win 10, Win11

Hardware Testing: Multi meter, Cable tester, soldering de-soldering

Application Software: Adobe reader, Winrar, Adobe reader

Office Package: Microsoft word, Microsoft excel, Microsoft power point, Microsoft Outlook

Employers

U.P Automobiles (Hero Dealership)

Location: Roorkee

Duration: 12/2006 – 08/2007

Profile: IT In charge

- Implemented a small office network with phone exchange.
- Installation and configuration of router, switch printer and fax.
- Installation of Microsoft Office, configured email accounts and shared resources. Provided ongoing technical support and service.

Paradise Techno soft Pvt ltd (IT Company)

Location: Kota Rajasthan

Duration: 08/2008-05/2009

Profile: Technical Advisor – IT

- Field engineer provides support for clients of the above firm in hardware and networking with the following responsibilities.
- Assembling, Servicing and maintenance of all HP compatible PCs and all printers.
- Installation maintenance & troubleshooting of structured cabling & networking devices including switches, hubs, patch panels, Racks, Faceplates etc.
- Installation of Maintenance of Basic Operating systems and Applications.

Amar Honda (Honda Dealership)

Location: Roorkee

Duration: 05/2009-07/2010

Profile: EDP

- Fully managed the software of DMS based on SQL
- Provided ongoing technical support and service.

Dehradun Premier Motors Pvt Ltd. (Mahindra & Hyundai Dealership)

Location: Roorkee

Duration: 07/2010-09/2014

Profile: System Administrator

- Authorized Dealership of Mahindra & Mahindra
- Installation of Server 2003, networking devices
- Managing and troubleshooting all escalated calls from field engineers.

Shakumbari Automobiles Pvt Ltd (Maruti Suzuki & Nexa Dealership)

Location: Roorkee

Duration: 09/2014 – to 31/12/2021

Profile: System & Network Administrator

- Managing smooth implementation and testing of applications at client locations.
- Cooperating and communicating with other team members for efficient management work.
- Worked towards the achievement of the strategic and operational objectives of the group located across multiple locations.
- Increased network efficiency.
- Executed large multiple server and application upgrade projects.
- Analyzed and re-engineered IT Operations.
- Interacting with users, understanding their needs & providing technical support to clients by remotely accessing the network & troubleshooting the issues raised.
- Accountable for the support, and installation maintenance of Switches, routers, and firewalls.
- Serving as a single point of contact/interface for supporting customers / third parties key issues for management.
- Was Handling HP DL380 Gen 9 with dual proc, Hp ML10 Gen9, Dell T30 Server, Cyberoam 100ing Firewall, Cyberoam 50ing Firewall, Checkpoint firewall and other IT equipment's.

One-Up Motors India Pvt Ltd (Maruti Dealership)

Location: Lucknow

Duration: 01.01.2022 to 30.09.2022

Profile: IT Manager

- Managed software licenses and updates to ensure compliance with licensing agreements and security requirements.
- Conducted regular backups of critical data and developed disaster recovery plans to mitigate the risk of data loss.
- Managing Microsoft Exchange Server.
- I did real-time migration of nearly 600 licenses from gsuite to Microsoft without any data loss.
- Managing large multiple outlets of both Sales and Service network infra.
- Implemented centralized infrastructure & large depots implemented via a single pop.
- Successfully Installed SonicWall firewall TZ470/670/NSA 2700 with HA.
- Implemented a Single Console for Antivirus/DLP/0 Day Prevention attack/Web-based activity etc.
- Implemented & Merged Multiple Large warehouses IP CCTVs on a single server room with 100TB Rack Storage chassis.
- Implemented Dedicated Inhouse Tally Server which can be accessed from anywhere.

Saksham Multi Specialty Hospital & Trauma Centre

Location: Roorkee

Duration: 01.10.2022 to 30.04.2024

Profile: IT Manager

- Oversee the planning, implementation, and maintenance of IT infrastructure, including servers, network components (firewalls, Switches, Access points)
- Evaluated and implemented more than 100 IP CCTV with the world's top brand Honeywell.
- Implementing Wi-Fi access Point solutions across the building and managing centrally.
- General ongoing IT Manager roles & responsibilities.

Siddh Multispecialty Hospital

Location: Moradabad

Duration: 01.07.2024 to 31.5.2025

Profile: IT Manager

- Managing IT department operations and ensured high-quality service delivery.
- Managing dedicated Servers Lenovo ST550 & HP ProLiant ML150 Gen9.
- Managing Exchange Server both Inhouse and Cloud.
- Managing Akhil Systems HIS Servers and maintaining user's issues related to HIS.
- Handling Digital Marketing Team for lead generation and awareness of the hospital.
- Managing Healthcare business entire file system, keeping central servers operational and user-friendly.
- Oversee the planning, implementation, and maintenance of IT infrastructure, including servers, network components (firewalls, Switches, Access points)
- Oversaw software and hardware installations, upgrades, and maintenance.
- Monitored network performance and addressed any connectivity issues promptly.
- Maintained accurate inventory records for all company hardware assets.
- Ensured data security by implementing appropriate security measures.

Shakumbari Automobiles Pvt Ltd (Maruti Suzuki & Nexa Dealership)

Location: Roorkee

Duration: 01.06.2025 to till date

Profile: Group IT Head

- Oversaw IT operations for multiple dealership branches, ensuring standardized processes and robust technology governance across all locations.
- Developed and implemented IT policies to ensure data security, compliance, and operational efficiency.
- Managed end-to-end dealership IT infrastructure including servers, networking, CCTV, and dealer management systems (DMS).

Key Skills

- Proficient in network administration, system integration, and IT project management.
- Knowledge of hardware, software, and cloud-based technologies.
- Expertise in troubleshooting and problem-solving.
- IT Service Management/ IT Asset Management
- IT Infrastructure.
- IT Procurement.
- Department Management.

Personal Details

Date of Birth: 27-12-1987

Languages known: Hindi & English

Address: H.No 203 Solanipuram Roorkee

Place: Roorkee