

Bhavin Mehta

C-101,"Sangaath Life",

Nr.HP Petrol Pump,"K" Road

Gandhinagar-Vavol Rd,Gandhinagar-382016

Mobile : +91-9879758056 (M), +91-9638212942 (Home)

Email : bhavinsm143@gmail.com

Date of Birth : 29/01/1984

Profile available with : www.linkedin.com/in/bhavin-mehta-4ba87618

Professional Summary

Information Technology management professional with **14+ Years** of experience in heading **Information Systems, EDP, IT Infrastructure,ERP Implementation,IT Network Operations.**

- Excellent verbal & written communication
- Good understanding of the organizations goals and objectives
- Ability to prioritize and execute tasks in a high pressure environment. Management, Leadership & Interpersonal-communication Skills
- Proven analytical & problem solving abilities.
- Maintain focus on achieving bottom-line results while formulating and implementing advanced technology and business techno-savvy solutions to meet a diversity of needs.

Academics

Master of Business Administration (Information Technology)	Sikkim Manipal University, India.	2008
Diploma (Computer Engineering)	Shri K.J.Polytechnic, Bharuch, India.	2004

Technical Skills

Operation System : Windows Server 2005/2008R2/2012/2016 & configuring Active Directory & GPO, Windows 7/8/10, Linux-Ubuntu 18.0, Redhat, Mac OS

Mail Exchange & AD Applications: Exchange server 2005/2008/2010/2013, Active Directory 2003/2008/2012, MS Office 2007/2010/2013/2016/Office 365

Networking Applications: Networking application tools-putty/wireshark, VM Ware 6.0, SD Wan Technology, MPLS VPN connectivity, SSL VPN Firewall configuration

Networking Tools : Network architecture LAN/WAN & Configuration of Switches- manageable & non-manageable / cisco-linksyes Router setup/configure & Access point configuration for wireless device/ P2P connectivity/Windows&open source network tool (wire shark) checking tool-Nagios, Cacti, Zabbix.

UTM	: Expertise in Hardware firewall-Cyberoam, Sophos, Sonicwall
Could Service	: Google Cloud/Drive & Enterprise services, Microsoft One drive-O365, Microsoft Azure
Endpoint Security	: Antivirus server (Symantec Enterprise/Seqrite Endpoint security/ Intercept X- Sophos)
Mail Application	: Google (GSuite) mail setup & config.with all additional features, Microsoft Outlook , Thunderbird configuration. Config. Of Exchange Mail server-2013/2016. For Mass Mail: Constant Contact-Mass Mailing services
Database Technology	: MS-SQL 2008/2012 knowledge of configure database & basic commands.
Web Hosting services	: Configuration of IIS & its services, Web based application, Local Server, GoDaddy-domain registration, Website domain hosting & manage its services, SSL Certificate installation, Hostinger, Hostgator, Google Business solution-Enterprise-Gsuit Plan

Profesional Experience

IT-Consultant (2 month Contractual basis-30th Sept-last date) **Tatvic Analytics (Pvt) Ltd** **Aug 2020–Sept 2020**

Responsibilities

- Design / implement / manage IT infrastructure at the corporate offices & branch offices
- Responsible for overall system and infrastructure availability and develop a resilient infrastructure to reduce failures.
- Manages the deployment, maintenance, support and upgrade of servers, Storage hardware, software, operating systems.PC Desktops/Laptop up gradation with latest technology & its troubleshooting.
- Manage AD with Windows Server 2016 for All users. Configuration & maintain group policies for same.
- Manage Google G suite console with more than 150+ users, their backup, calendar & other Google features.
- Synology NAS as Backup device which sync with G suite & One Drive.
- Directs, establishes, plans and implements the policies and procedures to support the organization's technical support services. Prepare & enforcement of IT Policies.
- IP Based CCTV monitoring & Maintainance.

IT-HEAD **Amtech Electronics (India) Ltd** **Jan 2016–July 2020**

Responsibilities

- Design / implement / manage IT infrastructure at the corporate offices & branch offices
- Responsible for overall system and infrastructure availability and develop a resilient infrastructure to reduce failures.
- Manages the deployment, maintenance, support and upgrade of servers, Storage hardware, software, operating systems.PC Desktops/Laptop up gradation with latest technology & its troubleshooting.
- Plans, conducts and supervises assignments, generally involving larger and more important projects or multiple projects.
- Coordinates with other departments in order to understand and meet their requirements. Identify and implement process improvements for efficiency and greater stability
- Directs, establishes, plans and implements the policies and procedures to support the organization's technical support services.

- Experience working with telephony platform, such as BSNL, Vodafone, Airtel, Allworx-VoIP.
- Experience working with various cloud vendors, such as AWS, Google or Microsoft. Develop SLAs and introduce service improvement that supports the overall corporate goals and standards.
- Ensure that all standards, policies, processes and procedures are maintained and adhered to.
- Manages a team of support personnel who Monitor's and troubleshoot IT issues.
- Coordinates third-party maintenance for network hardware, software and telecommunications services.
- Exceptional knowledge of computer hardware and software and an in-depth understanding of Microsoft operating systems, Linux, VMware, Multi-Tier storage platforms, application servers. Experience of Cloud based technologies is preferred as is experience operating in a high pressure global professional services environment.
- Experience in managing and configuring enterprise-wide LANs, WANs, VPNs & MPLS connectivity between more than 2 remote branches.
- **Google G suit business services, Configure mail id, Plan, Domain hosting & manage its services**
- **Godaddy tech support for domain, ssl certificate, mail services & other hosting & backup task**
- **SSL Certificate buy with third party & installed at third party server (i.e Godaddy, Google)**
- In depth knowledge of Networking technologies and concepts. Good understanding of VMWare 6.
- Experience working with network monitoring systems/ open source networking tool like Cacti, Nagios & zabbix or equivalent experience. Good understanding of Server & desktop hardware/ operating systems, networks, firewalls and load balancers, telecoms, etc.
- Good understanding of IT security and Data protection
- Anticipating potential issues or bottlenecks and identifying possible solutions.
- Troubleshooting and resolving all technical issues when they arise.
- Communicating effectively with IT support staff to ensure the setup process runs smoothly.
- Developing and implementing a comprehensive plan to secure our computing network.
- Monitoring network usage to ensure compliance with security policies.
- Keeping up to date with developments in IT security standards and threats.
- Developing and implementing a comprehensive plan to secure our computing network.
- Monitoring network usage to ensure compliance with security policies.
- IT Asset Management experience, Manage internal IT hardware and software inventory
- Experience on industry accepted service management framework/s
- Technical background in designing business of material (BOM) for customers and Networking
- High Degree of ownership in all matters within the IT infrastructure
- Experience managing teams in a high- pressure IT environment
- Experience in Procurement , Budgeting , Forecasting , and Asset Management
- Help endusers use applications more effectively to carry out their activities
- Work with various IT vendors on day to day operations, operational SLAs and issues.
- Work with IPC teams and Infra vendors to address infrastructure issues related to hardware, software and networks
- Contribute to vendors selection and evaluation processes & ittracking of deliver order from vendors
- **ERP Implimentation with third party support with all module-Payroll, Finance & Account, QA, Dispatch, Sales & other.**
- **Manage IT resources to achieve high operational efficiency and effectiveness.Streamlining of workflow & operations within IT department through policies, SOPs and department procedures.**
- **Configuration of Manageable/Non manageable Switches, Cisco Routers and Wi-Fi/Access point, LAN, WAN, L3/L2 Switch, Wireless connectivity, VLAN.**
- **Installation of Active Directory 2008/2012, VM Ware 6.0, DNS, DHCP, and Terminal service,networking tool& configure it.**
- **Cyberoam UTM Hardware Firewall implementation,Configuration, Internet load balancing & reporting to Management.**

- **Network design & Management-NAS/ SANconfiguration/ setup Management.**
 - **Handling Centralize desktop console application name “Blackbox” with all control from IT regarding vigilance, backup, data security.**
 - Backup and Recovery of database, operating system. Expertise in disaster recovery manage of data.
 - Implementation of MPLS/VPN/Broadband/Lease line/ P2P based Connectivity.
 - Windows Error checking tool,MS SQL Server Installation,configuration, backup and maintaining database.
 - Implementation of Attendance cum Payroll Software for HR.
 - Maintaining Servers, Print server, File/Database Server & its routine backup.
 - **CCTV Camera Implementation &DVR-NVR Configuration.** Its access from mobile & HoD desktop
 - **Video Conferencing through VoIP as well as hands on experience on Allworx VoIP config.**
 - **Technical Support for Hardware-Networking devices.**
 - **Installation of all kinds of OS & Utility Software, Converter tool (Auto-cad, MS Office).**
 - **Managing Antivirus, File, Database ERP-SQL servers& malware, spyware removing tool.**
 - Firewall installation and configuration of policies as per Dept. wise & its reports.
 - **Purchase & Negotiation related to IT software & MS OS/Office licensing with vendors.**
 - Google G Suit Mail server setup and configuration using many applications like MS-Outlook, Thunderbird etc.
 - Hardware troubleshoot like Motherboard, smps, printer/scanner etc.
 - **Training given to enduser regards software applications (i.e. MS-Office, adobe pdf reader/writer) as well as erp process & module.**
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IT Manager

Gulshan Polyols Ltd, India.

Jan 2011–Jan 2016

Responsibilities

- Customize ERP implementation/Installation/configuration-5 modules.
- Looking out Hardware-Networking Infrastructure.
- Configuration of Manageable/Non manageable Switches, Cisco Routers and Wi-Fi/Access point, LAN, WAN, Router,L2- L3 Switch, Wireless connectivity, VLAN.
- Installation of Active Directory, DNS, DHCP, and Terminal services & configure it.
- Network design & Management.
- Backup and Recovery of database, operating system.
- Implementation of MPLS/VPN/Broadband/Lease line based Internet Connectivity.
- MS SQL Server configuration, backup and database maintenance.
- Implementation of Attendance cum Payroll Software for HR.
- PC Desktops/Laptop up gradation with latest technology & its troubleshooting.
- Maintaining Servers, Print server, File/Database Server & its routine backup.
- CCTV Camera Implementation & Configuration.
- Video Conferencing through VoIP.
- Handling of Antivirus server & malware, spyware removing tool.
- Firewall installation and configuration of policies as per Dept. wise & its reports.
- Purchase & Negotiation related to IT software & MS OS/Office licensing with vendors.
- Mail server setup and configuration using many applications like MS-Outlook, Thunderbird etc.
- Hardware troubleshoot like Motherboard, smps etc.

Achievements:

- Installation of Web based customizes ERP with all basic modules and with all latest updating as required by user on time to time.
- Directed design and installation of the complete LAN/WAN infrastructure. Utilized state-of-the-art technologies to provide network connectivity of disparate Mainframe Servers (HP Prolion ML 110, IBM x3200 M3 and PC systems.
- Implementation of customize ERP with Finance/Account, Store, Lab, Excise module in just 1 Year and it's running smoothly. Different kind of daily reports with the help of Crystal Reports.
- Connectivity of Server with Head Office through MPLS/VPN connectivity
- Implemented/Setup remote location (MP, Rajasthan) with all IT Infrastructure requirements and handling remotely.

Executive IT	Sezal Glass Ltd, India.	July 2010 - Jan 2011
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EDP Manager	Baroda Heart & Multi-speciality Hospital, India.	Jan 2010 - July 2010
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Executive IT	Ameya Dye Chem Pvt Ltd, India.	Jan 2008 - Jan 2010
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Executive IT	Encircle Exports (I) Pvt Ltd, India.	Jan 2007 - Dec 2007
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GET- IT	Narmada Chematur Pvt Ltd, India.	Oct 2005 - Oct 2006
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