

**Career Objective**

To be an asset of the company by competitively performing more than what is requires and continuously enhancing my capabilities by keeping abreast with latest trends and methods related to my job as well as seeking a challenging position in a result oriented organization where I can apply tireless dedication, technical skill and knowledge to be fully utilized and further developed to contribute and collaborate with a team that enhance the organization success.

**Education**

Sl. no	Qualification	Name of the Institute	University	Remarks
1	<b>M.Tech(CSE)</b>	KMCE&T, Hyderabad	JNTU, Hyderabad	First Class With Distinction
2	<b>M.B.A</b>	Gulbarga College of Science	Dravidian University	First Class
3	<b>B.E</b>	PDAEC, Gulbarga	VTU	First Class
4	<b>Diploma</b>	N.V Polytechnic Gulbarga	DTE, Bangalore	First Class
5	<b>MCP</b>	Certification	Microsoft, USA	First
6	<b>Courses</b>	H/w&N/w with English Typing, TALLY, ERP.	Private Institute	First Class

**TechnicalSkills**

<b>Desktop OS</b>		DOS 6.22, Windows 95/98/XP, NT,2000.
<b>Network OS</b>	<b>Windows</b>	Windows NT 4.0,2000, 2003 Server
	<b>Linux</b>	Linux ( RHEL 3.0,4.0)
<b>Hardware</b>		➤ Servers: Hp ProLiant ML115, ML350
<b>Database</b>		Oracle 7.3,8i,9i,10g
<b>Backup Tools</b>		RMAN , Hp Data Protector Express
<b>Protocols</b>	<b>Windows</b>	TCP/IP
	<b>Linux</b>	TCP/IP, FTP,SSH
<b>Technologies</b>	<b>Windows</b>	IIS 5 , TALLY ERP, CRM (BTE Linx).
	<b>Linux</b>	DHCP, NFS, NIS, Autofs ,Telnet, Rlogin , Ipchains.

## Experience

**Company Name** : Inamdar Unani Medical College & Hospital , **Kalaburagi.**

**Duration** : January 2020 To Till Date

**Designation** : **Administrator Cum IT Manager.**

**Responsibilities** :

- Provide administrative support to a team of lecturers, tutors or teachers
- Manage the student life cycle from registration/admission to graduation/leaving
- Work with academic boards, governing bodies and task groups
- Assist with recruitment, public or alumni relations and marketing activities.
- Draft and interpret regulations.
- Deal with queries and complaints procedures.
- Coordinate examination and assessment processes.
- Maintain high levels of quality assurance, including course evaluation and course approval procedure.
- Use information systems and prepare reports and statistics for both internal and external use.
- Participate in the development of future information systems.
- Contribute to policy and planning
- Manage budgets and ensure financial systems are followed
- Purchase goods and equipment, and process invoices
- Supervise other administrative staff.
- Organize and facilitate a variety of educational or social activities.
- Serving as liaisons among governing boards, medical staff, and department heads
- Recruiting, hiring, and evaluating nurses, doctors, and assistant administrators
- Organizing, directing, controlling, and coordinating services as set forth by the hospital board
- Overseeing the creation and implementation of programs and policies for patient services, quality assurance, public relations outreach, and departmental activities.
- Developing and expanding programs and services for scientific research and preventive medicine (research hospitals)

**Company Name** : Y.K.DPolytechnic College , Kalaburagi.

**Duration** : August 2010 To Dec 2018.

**Designation** : **Vice Principal Cum IT Manager.**

**Responsibilities** :

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. (Mainly work as administrative support function for the Organization )
  - ❖ ▪ Report directly to the Higher Authority.
  - ❖ ▪ Assists the Principal and Management with various administrative tasks
  - ❖ ▪ Update the Principal on his meetings and appointments.
  - ❖ ▪ Arrange required appointment for the Principal.
  - ❖ ▪ Screen CV's or applications for Principal approval.
  - ❖ ▪ Maintain the superiors (Principal and Management) calendar and contacts.
  - ❖ ▪ Perform other duties assigned by the Higher Authority.
  - ❖ ▪ Provide secretarial support looking after Principal and Management requirements.
  - ❖ ▪ Effectively handle and manage confidential and sensitive information and documents.
  - ❖ ▪ Coordinate and communicate with the Consultant, Sub-Contractors, and Suppliers.
  - ❖ ▪ Check and answers to all emails ,Letters and faxes received.
  - ❖ ▪ Responsible in making correspondence, material submittals, LPO(Local Purchase Orders)
  - ❖ ▪ Monitor the use of office supplies.
  - ❖ ▪ Assists and follow ups the Students and Parents queries.
  - ❖ ▪ Maintain proper filing and distribution of documents..
  - ❖ ▪ Keeps an easy accessible filing system and safekeeping of official documents.
3. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the college's philosophy, mission statement and instructional goals.
4. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations using **ERP**(Enterprises Resources Planning).
5. Notify immediately the Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical.
6. Research and collect data regarding the needs of students, and other pertinent information including the collection of detail regarding the sacraments students have received or are preparing for.
7. Maintain a master schedule to be posted for all Lecturers using **CRM (BTE Linx)**.
8. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after college).

### **As System Programmer:**

- ❖ Systems administration, maintenance and monitoring various day-to-day operations.
- ❖ Software installation and management for the applications hosting, services and computing infrastructure within the center.
- ❖ Review and prepare documentation for systems, tests, and installation of software.
- ❖ Administer systems solutions for multiple project within the center.
- ❖ Provide user management support.
- ❖ Ensure managed system meet KCT (Khusro Charitable Trust) operating policies.
- ❖ Ensure managed system meet **BTE(Board of Technical Education, Bangalore),ERP, CRM(BTE Linx )** Operating policies.
- ❖ Perform a variety of assignments associated with the monitoring and controlling of the system, to include the installation and testing of software, initiating and performing preventive maintenance on the operating systems, services and tools and performing diagnostic tests as necessary.
- ❖ Participate in developing specific software applications.
- ❖ Participate in the development and delivery of an infrastructure plan to meet the Center's needs
- ❖ Maintain logs and reports diligently and submit them promptly.
- ❖ Work as a team with other technical support assistants and supervisor to ensure the achievement of the department's objectives.
- ❖ Collaborate with other centers and departments managing systems at KCT(Khusro charitable Trust) to maximize efficiency in processes and tools reutilization and mutual support.

### **As Faculty:**

- ❖ Basic Computer Skills
- ❖ C-Programming, VB, C++,.Net,D2K,Oracle

**Company Name** : Private Institutes , **Gulbarga**.  
**Duration** : 1<sup>st</sup> July-2009 To 1<sup>st</sup> August 2010  
**Designation** : Faculty Cum IT Engineer.

**Responsibilities** :

- ❖ Hardware & Networking .
- ❖ Operating Systems: Windows & Linux.
- ❖ Programming Languages: C, C++, Java, VB 6.0
- ❖ Data Base: Oracle.

**Company Name** : Xiosis Pvt Ltd. **Male', Maldives**.  
**Duration** : 1<sup>st</sup> June-2009 To 25<sup>th</sup> June-2009  
**Designation** : Support Technician.

**Summary** : Attends to technical support calls and troubleshoots on site or via remote access or through other means and rectifies errors to meet the satisfaction of the customer.

**Responsibilities** :

- ❖ As a team member in implementation phase of a company's project.
- ❖ Systems administration, maintenance and monitoring various day-to-day operations.
- ❖ Achieve the company's vision.
- ❖ Attend to customer enquiries and provide technical support on site and via remote access.
- ❖ Provide in-house technical support to other departments.
- ❖ Attend to phone and email support enquires from customers and staff.
- ❖ Work as a team with other technical support assistants and supervisor to ensure the achievement of the department's objectives.
- ❖ Maintain logs and reports diligently and submit them promptly.
- ❖ Adhere to company standards , policies and procedures.

**Company Name** : CMS Computers Ltd – **Bangalore.**  
**Duration** : June 2008 To March 2009  
**Designation** : System Administrator (LINUX)

**Responsibilities** :

- ❖ Systems administration, maintenance and monitoring various day-to-day operations.
- ❖ File System administration and management like monitoring various logs, file system sizes etc.
- ❖ Remote administration for Windows as well as LINUX(ssh).
- ❖ Configured and maintaining FTP server.
- ❖ Setting up login accounts for new users and managing the user accounts.
- ❖ Monitoring and Controlling system access and maintain passwords, assigning special privileges to selected users and controlling file access.
- ❖ Adding and configuring new devices, as well as new systems.
- ❖ Adding or removing necessary software packages and patches.(First testing on testing server).
- ❖ Configuring distributed file system and administrating NFS servers and clients.
- ❖ Maintaining shared resources to be mounted by using Automount.
- ❖ Monitoring Disk usage and Disk errors and send report to teamlead.
- ❖ Solving Boot problems in user's workstations.
- ❖ Performing Backups on schedule time, which is suitable to our organization.
- ❖ Installation and Setting up of New Windows/Linux servers
- ❖ User Co-ordinations and Help desk call handling.
- ❖ Handling all Technical issues for end users.

**Area Of Expertise**

- ❖ Good Knowledge of Oracle DBA , Linux Administrator and Windows 2003 Servers.
- ❖ Apache, NFS, Samba, Send mail, Squid, POP3.
- ❖ Comfortable With Oracle DBA and Linux Administrator or Windows Administrator.
- ❖ An Effective Team Member and Enthusiastic Learner.

**Company Name** : Excel Technologies, **Gulbarga.**

**Duration** : Jan 2007 - June 2008

**Designation** : Junior Data Base Administrator (Jr Oracle DBA AsApprenticeship)

**Responsibilities** :

- ❖ Installing Oracle software.
- ❖ Creating Oracle databases.
- ❖ Performing upgrades of the database and software to new releaselevels.
- ❖ Managing the database's storage structures.
- ❖ Managing users and security.
- ❖ Making database backups and performing recovery when necessary.
- ❖ Proactively monitoring the database's health and taking preventive or corrective action as required.
- ❖ Administering Database Users.

## Highlights

- ❖ Proficient knowledge of SQL & PL/SQL.
- ❖ Performed RDBMS server installation Oracle 10g.
- ❖ Experienced in Capacity Planning and Space Management.
- ❖ Implemented and tested database backup and recovery for production databases on UNIX and NT platforms.
- ❖ Proficient in UNIX Administration, Windows NT,2003 Environment.
- ❖ Performed Database Cloning.
- ❖ Database Backup of different databases running on ARCHIVELOG & NOARCHIVELOG using RMAN for Oracle 10g databases. Installation/Configuration of RMAN & Recovery With No Catalogue on Oracle 10g.
- ❖ Performed logical backup of Databases using Export and Import Utility.

## Experience Summary

- ❖ Installed Oracle 10g software on LINUX Server and on Windows clients.
- ❖ Established connectivity from Windows clients to Linux Server usingSQLNet8
- ❖ Created different databases for different departments.
- ❖ Created user accounts and database roles for maintainingsecurity.
- ❖ Granted object privileges to different users depending upon user'sdesignations.
- ❖ Audited different users for suspicious activities.
- ❖ Loaded data from Fox Pro into Oracle Database using SQL Loader utility.
- ❖ Transferred the data between the two databases using EXPORT and IMPORT utilities.

### Developed the backup and recovery strategies.

- ❖ Performed off line backups using operating system tools and RMANutility.
- ❖ Wrote RMAN scripts for backups.
- ❖ Configured database high availability.
- ❖ Configured database to Archive log mode for archiving log files to multipledestinations.

### **Performance Tuning:**

- ❖ Performance tuning of Oracle 10g database on WINDOWS and LINUX.
- ❖ Network tuning. (Including Shared server)
- ❖ Memory tuning (data buffer cache, log buffer cache ,sharedpool)

### **Personal Profile**

Name	:	Mohammed Abdul Gafoor.
Father Name	:	Late. Mohammed Abdul Khaliq.
Address	:	H.no:5-993/213D, Near TinyPearls School, Noorani Mohalla, Kalaburagi, Karnataka.
Date of Birth	:	23/02/1982.
Martial Status	:	Married.
Passport Number	:	S4302871
Language known	:	English , Hindi & Kannada.
Nationality	:	Indian.