

Thomas K. Thomas

IT Manager

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OBJECTIVE

MBA in Marketing with 10 years of experience in IT Industry and Media Production. To Pursue a Professionally satisfying growth and challenging career. Seeking a quality environment where my knowledge can be shared and enriched for the growth of the organization and self. A multi- skilled IT manager with good all-round supervisory and technical expertise. Very capable with a proven ability to ensure the smooth running of ICT systems and to provide IT services that will improve the efficiency and performance of a company. Extensive practical knowledge of complex systems builds, hardware and software testing, PCB testing, network support, technical support and computer repairs. Looking for a new and challenging managerial position, one that will make best use of my existing skills & experiences also further my personal development.

EDUCATIONAL QUALIFICATION

- 1. MBA – MARKETING**
(2014 – 2016, Bharathiyar University, Coimbatore, India)
- 2. B.SC. ELECTRONIC MEDIA**
(2008-2011, Hindustan College of Arts & Science, Chennai, India)
University of Madras

CERTIFICATIONS

- Certification of Project Management System “Auto Pro”
- Certification of Computer Hardware & Networking Course from MVS Software, India.
- Certification from Four Frames Sound Company, Chennai

EMPLOYED HISTORY

Total Experience : 10 years

1. IT Network Engineer / Office Administration and Desktop Support

Time Period : August 2014 (Till Date)
Experience : 7 Years
Organization : Dar SQC International Consultants, Kuwait
Client : **MOH, Ministry of Health, Kuwait**

Project 1. KUWAIT CANCER CENTER HOSPITAL, Kuwait

Project Monitoring and Controlling through AutoPro Documentation System, Planning and organizing staff schedules and operations. Installing and configuring software, hardware and networks. Monitoring system performance and troubleshooting issues. Responsible for the day to day IT requirements of the company such as user management, trouble shooting, help and advice. Maintaining desktop applications, local area networks, IT security and telecommunications. Ensuring security and efficiency of IT infrastructure. Dar SQC international Engineering Consultants JV with TROJB are Design Verification and Supervision Consultant for the newly Kuwait Cancer Center project.

Duties and Responsibilities:-

- ✓ Managing a team of over 20 administrative & technical staff.
- ✓ Strengthening the IT infrastructure through to implementing new technologies.
- ✓ Responsible for hardware and software installation, maintenance and repair.
- ✓ Performing routine audits of systems and software.
- ✓ Manage the IT budgets and expenditure on hardware and software.
- ✓ Developing & maintaining the company IT systems, software and databases.

- ✓ Recommending and implementing improvements and efficiencies.
- ✓ Reporting to the Managing Director and Deputy Team Leader.
- ✓ Having excellent time management, confidentiality & communication skills.
- ✓ Having strong IT, commercial, planning and budgeting skills.
- ✓ Management of server software and associated backup routines.
- ✓ To evaluate, test, advise, train and support I.T. related projects.
- ✓ Procurement of IT hardware, software and maintenance products & services.
- ✓ Responsible for the recruitment and training of new staff.
- ✓ Maintaining documentation of changes regarding users, functions & systems.
- ✓ Managing the internal & hosted network infrastructure including: firewalls, servers, switches and telephony.

2. Broadcast Operator

Organization : Manorama News Channel, Malayala Manorama, Kerala, India

Time Period : January 2012 to July 2014

Experience : 2 Years 7 Months

Duties and Responsibilities:-

- ✓ Maintaining specialist equipment for video production, broadcast and satellite transmission and interactive media.
- ✓ Setting up and monitoring audiovisual links between units in different locations
- ✓ Installing and testing new facilities and equipment
- ✓ Setting up and operating editing facilities in post-production suites
- ✓ Analyzing and repairing technical faults on equipment and systems
- ✓ Setting up and operating equipment and transmission links during outside broadcasts
- ✓ Designing and installing custom audiovisual circuits
- ✓ Developing and using awareness of best practice in health and safety for the workplace
- ✓ Interpreting and implementing instructions and requests from producers, directors and other colleagues
- ✓ Communicating effectively with members of the team and other colleagues

3. Broadcast Operator

Organization : Athmeeya Yathra Television, Thiruvalla, Kerala, India

Time Period : June 2011 to December 2011

Experience : 6 Months

Duties and Responsibilities:-

- ✓ Maintaining specialist equipment for video production, broadcast and satellite transmission and interactive media.
- ✓ Setting up and monitoring audiovisual links between units in different locations
- ✓ Installing and testing new facilities and equipment
- ✓ Setting up and operating editing facilities in post-production suites

4. System Administrator (Part Time)

Organization : Techware Web Solutions, Ernakulum, India

Time Period : January 2012 to July 2014

Experience : 2 Years

Duties & Responsibilities:-

- ✓ Support LANs, WANs, network segments, Internet, and intranet systems
- ✓ Ensure design of system allows all components to work properly together
- ✓ Maintain network and system security
- ✓ Troubleshoot problems reported by users and analyze and isolate issues
- ✓ Monitor networks to ensure security
- ✓ Evaluate and modify system's performance
- ✓ Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- ✓ Maintain integrity of the network, server deployment, and security
- ✓ Ensure network connectivity throughout a company's LAN/WAN
- ✓ Perform network address assignment

5. Sound Editor (Part Time)

Organization : Final Cut Studio, Chennai, India.
Time Period : January 2010 to January 2011
Experience : 1 Year

Duties and Responsibilities:-

- ✓ Follow instructions and details from directors, producers etc.
- ✓ Set up and test sound equipment before events, broadcasts or recordings
- ✓ Record, edit and mix audio tracks (instruments, vocals etc.)
- ✓ Enhance sound quality and add sound effects to recordings
- ✓ Work with video editors to synchronize video with audio tracks
- ✓ Play backing tracks and special effects during live events
- ✓ Collaborate with lighting, camera and other people
- ✓ Create and maintain sound libraries
- ✓ Resolve technical issues when they arise

JOB SUMMARY

- Possessing 9 years of experience in System Administration and Network Administration with Project management and system troubleshooting in Kuwait Cancer Project, Kuwait
- Possessing three years of vast experience in the field of Media and Live broadcasting at Manorama News Channel.
- Possessing two years of experience in the field of Computer Hardware and Networking, where Planning, Implementation, Administration and troubleshooting are involved in multiple platforms of Operating Systems viz, Microsoft Server 2003, 2008, Windows 7 & 10.

TECHNICAL SKILLS

- Testing & Troubleshooting, Project Management, System Administration.
- Vendor Relations, Strategic Planning, Resource Allocation, Effective Communication.
- Team Leadership, Business Continuity, Data Backup & Recovery.
- Provided technical support for hardware/software configurations and applications.
- Administered and supported Local/LAN printers.

SOFTWARE'S KNOWN

Microsoft Servers	:	Windows Server 2012 R2, 2008
Operating Systems	:	Windows 10, Windows 7, Windows NT 4.0, DOS and OS/2.
Software	:	AutoPro-Documentation, Adobe Photoshop CC, Pro-Tools, Adobe Illustrator CC, Adobe Premiere CC, Nuendo, Cubase, Sound Forge, Audacity, Adobe Audition, MS Office 2016, Norton Utilities, MacAfee, Kaspersky Securities, Email (Microsoft Exchange) Itx Omnibus, Colossus, Oasys, Cubase, Nuendo, Sound Forge
Virtualization	:	VMware, Any desk, Team viewer
Networking	:	Routers, Switches, Modems, Hubs and Bridges.

PERSONAL DETAILS

Name	:	Thomas K. Thomas
Passport	:	S9733238
Visa	:	Visa 18 Transferable
Age	:	30 years
Date of Birth	:	05-10-1990
Nationality	:	Indian
Driving License	:	Valid for Kuwait and India

DECLARATION

I hereby declare that all the information given here is true to the best of my knowledge and belief.

THOMAS K.THOMAS