

SHRUTHI D

IT EXECUTIVE

Contact

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Professional Summary

With over 10 years and 9 months of hands-on technical expertise, I have honed my skills in SQL coding, OS installation, and comprehensive hardware and software maintenance. My experience spans troubleshooting complex system issues, optimizing database performance, and ensuring seamless IT operations. Passionate about technology, I stay updated with the latest industry trends to deliver efficient and innovative solutions.

Work Experience

IT Executive

Suvarna Arogya Suraksha Trust, Bangalore

10/2019 - 05/2024

- Conducted User Acceptance Testing (UAT) by reviewing software requirements, preparing test scenarios, and identifying defects.
- Analyzed test results and provided reports to support improvements and decision-making.
- Set up and troubleshoot video conferencing tools (Zoom, Google Meet, MS Teams).
- Managed data analysis, MIS reporting, and IT asset inventory for operational efficiency.
- Coordinated with external vendors to ensure smooth IT services and resource management.

System Administrator

Directorate of Health and Family Welfare Services, Bangalore

07/2016 - 10/2019

- Installed and configured software, hardware, network servers, and technology tools to ensure seamless integration and optimized system performance.
- Set up user accounts and workstations, monitored system performance, and ensured security and compliance with organizational standards.
- Troubleshoot technical issues and outages, implemented security measures, and upgraded systems to maintain optimal performance and data protection.
- Developed training materials and internal technical documentation to support staff training and ensure knowledge sharing.

Quality Control Analyst

OLA, Bangalore

06/2015 - 05/2016

- Tested products for reliability and functionality before release, addressing issues to ensure optimal user experience.
- Monitored testing procedures, ensuring compliance with standard methods and improving functionality.
- Identified and resolved equipment or procedural issues, maintaining performance and compliance.
- Prepared monthly technical reports, including testing protocols, deviation reports, and trend analyses for informed decision-making.

System Admin

KSRTC, Bangalore

10/2012 - 01/2015

- Maintained and installed DCS (Depot Computerization System) software to manage daily activities and authorize employees effectively.

- Worked with DCS software using Visual Basic as the front end and Oracle as the back end, providing user access and grants as needed.
- Resolved hardware and software issues for DCS users to ensure smooth operation and enhance user experience.
- Performed server maintenance to ensure optimal performance, security, and reliability of the systems.

Skills

- SQL Coding
- Networking
- C, C++, HTML
- Hardware & Software

Languages

- English
- Hindi
- Kannada
- Telugu

Education

2012- Bachelor of Computer Application, Tumkur University, Tumkur

Certification and Training:

- Programming Software : Oracle 10g & 11g on all UNIX platforms
- Programming Languages : SQL, Python, AWS Cloud

Personal Profile:

- Father's Name : Doddarangaiah
- Spouse Name : Umesh Babu H N
- Date of Birth : 14. Jan .1991
- Visa Status : Resident Visa (Husband Sponsored)
- Nationality : Indian
- Local Address : Shebha building, 9th floor, door No. 910
Land Mark: Behind Mashreq Bank road, 1st left.
AL Nad – AL Qasimia, Sharjah, UAE.

Declaration:

I do hereby declare that the statements furnished above are true to the best of my knowledge and belief.

(SHRUTHI D)