

# Susil Ray

Address: Kamalpokhari-28,kathmandu Nepal 44600  
Email: [vadhubansisushilobhroy@gmail.com](mailto:vadhubansisushilobhroy@gmail.com) | Telephone: +977 9807666649

## PERSONAL STATEMENT

I am a dedicated and detail-oriented professional with a robust background in IT Officer and data management, eager to contribute to the success and efficiency of your organization as a IT Officer. Over the past 6 years, I have developed a diverse skill set in IT through my education and work experiences My coursework and projects gave me a thorough understanding of various IT disciplines, including network management, systems analysis, cybersecurity, and software development.

In my previous role as an IT Specialist at Central Diagnostic Laboratory & Research Center Pvt. Ltd., I was responsible for maintaining and optimizing the company's IT infrastructure. My key responsibilities included:

- Managing and troubleshooting network issues to ensure minimal downtime.
- Implementing security protocols to safeguard sensitive information.
- Overseeing software and hardware installations, updates, and upgrades.
- Providing technical support and training to staff, enhancing overall productivity.

I pride myself on my ability to identify and resolve technical problems efficiently, ensuring seamless IT operations.

## Technical Expertise

My technical proficiency includes:

- **Network Management:** Skilled in configuring and managing LAN/WAN networks, VPNs, and firewalls to maintain secure and reliable connectivity.
- **Cybersecurity:** Proficient in implementing security measures, conducting risk assessments, and managing anti-virus and anti-malware solutions.
- **System Administration:** Experienced in managing Windows and Linux servers, ensuring optimal performance and reliability.
- **Software Development:** Familiar with programming languages such as Python, Java, and SQL, which I have used to automate processes and develop custom solutions.
- **Cloud Computing:** Knowledgeable in cloud platforms like AWS and Azure, having managed cloud-based applications and services.

## Personal Attributes

Beyond my technical skills, I bring a set of personal attributes that make me a well-rounded candidate for the IT Officer position:

- **Problem-Solving:** I excel in identifying issues and implementing effective solutions promptly, minimizing disruption to business operations.
- **Adaptability:** My ability to quickly learn and adapt to new technologies allows me to stay ahead in the ever-evolving IT landscape.
- **Communication:** I possess strong communication skills, which enable me to convey technical information clearly to non-technical stakeholders and collaborate effectively with team members.

- **Attention to Detail:** I am meticulous in my work, ensuring that every task is completed accurately and thoroughly.

## EMPLOYMENT HISTORY

04/2021 – Present

Central Diagnostic Laboratory & Research Center Pvt. Ltd.

Database & IT Officer

- **Job Description:**
  - Provide technical support to staff, troubleshooting hardware and software issues.
  - Install, configure, and maintain computer systems and networks.
  - Manage user accounts, permissions, and access rights.
  - Ensure IT infrastructure is up-to-date, secure, and functioning efficiently.
  - Implement and oversee cybersecurity measures to protect organizational data and systems.
  - Coordinate with external vendors and service providers for IT-related purchases and services.
  - Work with various departments to identify and implement technology solutions that improve operational efficiency.
  - Manage and support the integration of new software and hardware systems.
  - Ensure successful deployment of IT projects, adhering to timelines and budget constraints.
- **Training and Documentation:**
  - Create and update documentation for database structures, IT procedures, and user manuals.
  - Train staff on new systems, software, and best practices in IT and data management.
  - Develop and deliver training sessions to enhance staff competency in using IT resources.
- **Compliance and Data Protection:**
  - Ensure compliance with relevant data protection regulations (e.g., GDPR, CCPA).
  - Conduct regular audits to ensure data privacy and security standards are met.
  - Stay informed about emerging trends and technologies in database management and IT security.

## Qualifications & Skills:

- Bachelor's degree in Computer Application, Information Technology, or a related field.
- Proven experience in database management, IT support, and administration.
- Proficiency in database languages (e.g., SQL) and database management systems (e.g., MySQL).
- Strong knowledge of IT infrastructure, networking,
- Experience with CRM systems and data analysis tools is a plus.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

## ADDITIONAL SKILLS

**Software:**

Name of Skills	Skills Level	Years of Experience
HTML	intermediate	2 year
SQL Database	expert	2 year
Css	intermediate	2 year
wordpress	expert	3 year
Microsoft Office Package	expert	6 year
JS	intermediate	2 year
Graphic Design	expert	4 year