

CURRICULUM VITAE

J.V. Purna Chandra Rao,
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Objective

Seeking a challenging position in a quality and growth oriented environment. Where my knowledge and experience can be shared and enriched. Excellent relationship with Management. Believes in continuous learning.

Scope of work:

- Ensuring and measured in line with company targets.
- Generating and updating scheduled reports of computers, Printers, Overall Hardware status, call reports, and specific reports like downtime systems and preventive measures.
- Email client configurations like MS Outlook 2007, 2010, 2013, 2016, Outlook express and Thunder bird.
- Installing, configuring and Troubleshooting Server Operating Systems Windows 2003, 2008 R2, 2012 R2 Servers.
- Installing and Troubleshooting Operating Systems Windows -7, 10 and XP - 3.
- Day to day operations support.
- Preparing and maintaining Inventory Documentation.
- Helpdesk Ticketing tool monitoring and prepare reports to submit the management.
- Searching and Implementing New technologies for cost and time saving to the Company.
- Manual Backups to Hard disk and Scheduled backups for Desktops
- Installing configuring and updating Desktop Antivirus installation and Scannings.
- New Hardware like Printers, Modems and Device Drivers installations

- Generating and Updating scheduled reports of computers, Printers, Overall Hardware status and Status call reports and specific reports like downtime systems and preventive measures
- Trouble shooting and Hardware upgrade for better performance.

Responsibilities at Hetero Drugs

- Database Creation in Taimo 2.4, Taimo 3.0, Chromeleon, Labsolutions and Agilent openlab.
- User creation, password reset and unlocking the user, PC.
- Networking issues and hardware issues of desktops, and Xerox machine maintenance with vendor support.
- Maintaining of Domain Servers.
- Daily backup and monthly projects backups.
- Projects locking and unlocking
- Yearly Backup restoration and verification activity.
- Having knowledge in other software administrator like Bruker XRD, DAAS, NIV-DAS, Agilent Openlab, ICPMS (Mass hunter 4.2 & 4.4), Auto polarimeter and Refractometer.

Responsibilities at Megsan Lab

- Maintenance of Empower3 Software and LabSolutions Software.
- Database Creation in ICPMS (Mass Hunter) and Agilent openlab.
- User creation, password reset and unlocking the user, PC.
- Maintaining of Backup of Hot and cold backups and projects backup of Empower3.
- Daily backup and monthly projects backup of Labsolutions software.
- Projects locking and unlocking
- Backup restoration and verification activity.
- Having knowledge in other software administrator like Taimo 2.4, Bruker XRD, VI-Connect (SAA), DAAS (stability chambers), Agilent openlab, ICPMS (Mass hunter 4.2 & 4.4), Auto polarimeter and Refractometer.
- Taking monthly & daily backups for all software's.
- Maintenance of Biometric System of LAB.

Work Experience

- ❖ As Sr. Executive in **Hetero Drugs Ltd**, From 12.2021 to 08.2024.
- ❖ As IT- Officer in **Megsan Labs Pvt. Ltd.** From 09.2019 to 12.2021.
- ❖ As Desktop Engineer in **JP System** from 09.2016 to 08.2019.
- ❖ As Support Executive in **Global Technologies** from 02.2013 To 02.2016
- ❖ As system engineer in **city computers** from 09.2010 to 01.2013.

Computer skills

- ✓ MCSE.
- ✓ Advanced Diploma in Hardware.

Server Operating Systems : Windows 2000/2003 Server

Operating Systems : Windows 98 / XP, Windows 7, Windows 8, Windows 10

Academic Qualifications

- ✓ Polytechnic Diploma in E.E.E
- ✓ S.S.C.

Personal Details

Name : Venkata Purna Chandra Rao. J
Father's Name : Subramanayam.J (Late)
Gender : Male
Date of birth : 02.01.1986
Languages Known : Telugu, English & Hindi
Parmanent Address : J.V.Purna Chandra Rao,
S/o J.Subramanyam (LATE),
H.No-8-84,
Panduranga Street, Bapatla,
Guntur Dist.,
Andhra Pradesh.

Date :

Place :

(J.V. Purna Chandra Rao)