CURRICULAM VITAE

JERIN PHILIP

Diploma in Electronics,
IT Administrator
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Objective:

Detail-oriented and versatile Website Designer and IT Administrator with over 8 years of experience in HTML, PHP, and Java development. Proven expertise in creating, managing, and maintaining websites for more than five companies as a successful freelancer. Adept at designing user-centric websites that enhance customer engagement and drive business growth. Skilled in troubleshooting complex IT issues, implementing security measures, and optimizing system performance to ensure seamless website functionality.

Software's known:

- Web Development: CSS, HTML, JavaScript, PHP
- Office Software: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Server Management: Linux, Windows Server
- Operating Systems: Linux, Windows, MacOS
- ERP: Tally Prime, SAP, PACT
- Creative: Adobe Photoshop, Illustrator, InDesign

Work Experience:

- Working as HR & System Administrator in White Star Printing Press FZC, Ajman, United Arab Emirates. from Feb 2022 to Till Date.
- Worked as Project Manager in Study Buddy Learning Solutions, Cochin, Kerala. from January 2019 to Jan 2022.
- Promoted as Installation and Maintenance Manager in Green Tree Technologies Pvt. Ltd, Kinfra Hi-tech Park, Kalamassery , Kerala. from September 2017 to December 2018.
- Worked as Support Engineer in Green Tree Technologies Pvt. Ltd, Kinfra Hi-tech Park, Kalamassery , Kerala from September 2016 to August 2017.

Role & Responsibilities:

HR Admin

Onboarding and Orientation:
- Facilitating the onboarding process for new hires, ensuring seamless integration into the organization.
- Conducting orientation sessions to familiarize employees with company policies, culture, and expectations.

Employee Relations:
- Acting as a point of contact for employee concerns and resolving workplace conflicts.
- Ensuring compliance with labor laws and company policies.
- Fostering a positive work environment through engagement initiatives.

Compensation and Benefits Management:
- Designing and administering competitive compensation structures and benefit programs.
- Ensuring payroll accuracy and compliance with tax regulations.
- Analyzing market trends to offer competitive packages.

System Administrator

System Administration:
- Installing, configuring, and maintaining operating systems, software, and hardware.
- Monitoring system performance and ensuring high availability and reliability.
- Managing user accounts, permissions, and access control policies.

Network Administration:
- Designing, implementing, and maintaining local area networks (LANs), wide area networks (WANs), and other networking systems.
- Monitoring network performance and troubleshooting issues to ensure optimal functionality.
- Ensuring network security through firewalls, VPNs, and intrusion detection systems.

Server Management:
- Setting up, managing, and maintaining physical and virtual servers.
- Performing regular backups and recovery procedures to safeguard critical data.
- Ensuring proper server updates, patches, and system integrity.

IT Asset Management:
- Keeping an inventory of IT assets and ensuring proper allocation.
- Tracking warranties, licenses, and renewals for hardware and software.

Key Skills:
- Proficiency in operating systems like Windows Server, Linux, and macOS.
- Expertise in networking protocols (TCP/IP, DNS, DHCP) and technologies (routers, switches, firewalls).
- Familiarity with scripting languages like PowerShell, Bash, or Python.

Product Manager

Installation and Configuration:
- Installing and configuring e-learning platforms, software, and hardware for clients or internal teams.
- Setting up learning management systems (LMS) and integrating third-party tools as required.
- Ensuring proper system setup, including database, server, and network configurations.

Client Support and Troubleshooting:
- Providing technical support to clients and resolving issues related to e-learning platforms, software, or hardware.
- Diagnosing and addressing system errors, connectivity issues, or user concerns.

Customization and Integration:
- Collaborating with development teams to customize e-learning solutions according to client needs.
- Integrating LMS platforms with other tools, such as HR systems, CRM, or analytics platforms.
- Ensuring seamless data migration and compatibility between systems.

Key Skills

- Proficiency in e-learning tools like Moodle, Blackboard, or Canvas.
- Strong knowledge of databases, web servers, and networking protocols.
- Expertise in software installation, configuration, and troubleshooting.
- Excellent communication and client-handling skills.

Education:

Degree	Year of Completion	Institute/ University	Marks (%)
HR Management Assessment	2025	Learntube by Career Ninja	95
Social Media Marketing (English) Assesment	2025	Learntube by Career Ninja	96
Basics of Social Media Marketing	2025	Learntube.ai In association with Hootsuite	94
Content Creation	2025	Learntube.ai In association with Hootsuite	95
Diploma in Electronics and Telecommunications	2014	National Council for Vocational Training	76.5
Higher Secondary (Plus two)	2012	Board of Higher Secondary Education, Kerala	78

Personal Details:

Date of Birth   :   27/06/1993

Gender   :   Male

Languages known :   English, Hindi, Malayalam, Tamil

Nationality   :   Indian

Marital Status   :   Single

Driving License   :   Yes, Ajman

Declaration:

  I hereby acknowledge that all the information given above is true to the best of my knowledge.

Date:

Place: Ajman.

Signature

Jerin Philip