

## **Job Description of IT**

Location:- Mumbai/Kolkata

### **ELIGIBILITY**

- Qualification - Bachelor Degree in IT Sector
- In-depth sound knowledge of Hardware and Software management.

### **EXPERIENCE: -**

- An experience of more than 2 years
- Advanced Excel
- Quick Learner and keen to learn

### **JOB RESPONSIBILITIES**

- Manage Hardwares and update the list (Servers, Printers, Laptop, Keyboard, Mouse, VPN, Router, Switch, Modem, CCTV, Attendance System, EPABX, Recorders, PA System, Networking devices, Webcam, etc.)
- Manage Softwares (Windows Server, Data Centre Server, Sharepro, IPRO, Tally, Antivirus, MS Office, Office365, Google Drive, Office portal, Bitrix24, Networking, Internet Speed)
- Manage Backup of Data, Emails (Filexpertz, Microsoft Azure etc.)
- Manage (Activate / Deactivate) login id and password for Users, Softwares
- Manage IT Infrastructure as per China Wall Policy
- Cyber Security
- Manager Websites and Domain Renewals