N. BALASUBRAMANI

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VISION FOR THE FUTURE

I strongly believe that positive mental attitude and hard work towards a perspective goal will never go unpaid. I want to excel in whichever field venture and most importantly believe that success is achieved through team work rather than individual effort.

EDUCATIONAL QUALIFICATION

- **MBA in System Managements (2010-2011)** from University of Madras.
- **Bachelors in Computer Science (2006-2009)** from D.G. Vaishnav College, Chennai - 73.5%
- St.Gabrials Higher Secondary School, Chennai **(HSC- 2004-2006)** – 78.42 %
- St.Gabrials Higher Secondary School, Chennai **(SSLC- 2004)** – 87.2 %

TECHNICAL SKILLS

Operating Systems	:	WINDOWS, LINUX, MAC
Designing Language	:	Dreamweaver, HTML and JavaScript
Programming Language	:	Java, C++, C, PHP, HTML,XML, Macros
Database	:	Ms – Access, MY-SQL, Excel
Business Management	:	Tally ERP 9 (Accounting Software)
GUI Applications	:	Visual Basic, Android Studio, Ms-Office Suite
Package	:	Adobe Suite (Photoshop CS, Illustrator, Idesign, Coral Draw,
Networking	:	CCNA (Course Completed)
Hardware's	:	Cisco switches and routers, Windows Servers
Protocols	:	DNS, HTTP, IMAP/POP3, SMTP, DHCP

PROFESSIONAL SUMMERY:

COMPUTER ASSISTANT, ASEAN-INDIA Cooperation Project [implemented by ASEAN Centre for Biodiversity (ACB), Manila and National Biodiversity Authority (NBA), Chennai.
Period: 08/2018-Till date (**PRESENT)**

SYSTEM ADMINISTRATOR, National Biodiversity Authority, Chennai [on outsourcing]
Period: 04/2012- 07/2018

COMPUTER ASSISATNT, National Biodiversity Authority, Chennai [on outsourcing]
Period: 01/2010- 03/2012

PROFESSIONAL SKILLS:

SYSTEMS ADMINISTRATION & DESIGNING.

- Proven ability to create and deliver solutions tied to business growth, organizational development and systems/network optimization.
- Experience in managing server infrastructures and data-canter operations across Linux, Windows and Mac OS X platforms. Effectively plan, install, configure and optimize IT infrastructures to achieve high availability and performance.
- Skilled problem identifier and trouble-shooter comfortable managing systems, projects and teams in a range of IT environments.

- LAN/WAN/NOC Administration
- **Project Management, Workflow Planning, Database Design & Management,** Website Development & Management
- **Designing of Brochures, pamphlet, Standees**

ADMINISTRATION

- Hands on experience in handling the purchase & inventory of the company & issuing fresh order, as per vendor's requirements after negotiating with the supplier.
- Purchase of assets – office equipment's, computer peripherals, Repairs of office equipment's, AMC for maintenance, purchase of spares etc,
- Logistics arrangements for the meetings & seminars etc. like assistance in booking of venue/hall & travelling & accommodation arrangements etc.
- Annual Physical verification of fixed Assets & Inventory.

ACCOUNTS

- Verification and Certification of various bills viz. rent, electricity, travels, staff, Website expenses, Expenditure bills as per norms
- Knowledge in preparation of financial Statements & Budgets.
- Working Knowledge in Tally ERP 9

ACCOMPLISHMENTS

- NBA took a pride of place in rendering valuable assistance to the Ministry in organising an important event, **Conference of Parties –CoP II by Convention on Biological Diversity (CBD)** - An international event hosted by India attended by nearly 200 countries and chaired by the Prime Minister of India.
  - Actively associated in the role played by NBA in this historical event.
  - Efficiently and effectively managed as a team all the logistics, hotel accommodation, etc.
  - Efficiently and effectively managed all the system and Assisted in providing the desktop support.
  - Involved in a significant way in the arrangements for Side Events by NBA, State Biodiversity Boards and Biodiversity Management Committees.
- Won the **first Prize** in AFFLATUS **"Intercollege Competition"** in Seminar on Awareness of Aids and Cancer.
- Leader of ASSEMBLY WING in St. Gabrial's Higher Secondary School, Broadway, Chennai.
- Designed the book titled "Biodiversity Management Committee – Operational Tool Kit"

CERTIFICATION & TRAINING

- Undergone Training on **"Cloud Computing"** conducted by National Productivity Council, Chennai in 2018.
- Undergone Training on **"Office Procedures"** conducted by Anna Institute Management, Chennai in 2016.
- **"PG Diploma in Computer Application & ERP 9.0"** from Hindustan Institute of Technical Training in 2014-15.