**Executive/Sr. Executive- IT, Hyderabad**

Exp- 3-4 yrs

**Job Description-**

* Technical Support: Provide technical support to end-users, troubleshooting hardware and software issues promptly to minimize downtime.
* System Administration: Administer and maintain servers, networks, and other IT systems, ensuring optimal performance, security, and reliability.
* Software Management: Install, configure, and update software applications and operating systems across the organization's network.
* Data Management: Manage data backups, ensure data integrity, and implement data security measures to safeguard sensitive information.
* IT Infrastructure Management: Monitor and maintain IT infrastructure components such as routers, switches, firewalls, and VPNs to ensure seamless connectivity and security.
* Vendor Management: Liaise with external vendors for procurement of IT equipment, software licenses, and services, negotiating contracts and ensuring compliance with service level agreements.
* IT Project Management: Assist in planning and executing IT projects, including system upgrades, migrations, and implementations, within defined timelines and budgets.
* User Training: Conduct training sessions and create user manuals to educate staff on utilizing IT systems effectively and securely.
* IT Policies and Procedures: Develop and enforce IT policies and procedures to ensure compliance with industry standards and regulations, as well as best practices for IT security and data management.
* Continuous Improvement: Stay updated with emerging technologies and industry trends, recommending enhancements to existing systems and processes to optimize IT infrastructure and operations.

**Required Skills and Qualifications:**

* Bachelor's degree in Information Technology, Computer Science, or related field.
* 3-4 years of relevant experience in IT support, system administration, or a similar role.
* Proficiency in troubleshooting hardware, software, and network issues.
* Hands-on experience with system administration tasks, including server management, network configuration, and user management.
* Knowledge of IT security principles and best practices.

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