

# JULIET LOUIE RAJA A.

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*Over 10 Years of Accomplished Experience in HR Admin / Facility Management, Liaising & System Administration and AP.*

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## PROFILE

- ➔ Exposure in handling core HR related activities like manpower planning, recruitment & selection, performance management and conceptualizing HR Policies
- ➔ Handling MBA, BBA Computer Subjects
- ➔ Vendor Dealing and Purchases and Facility Management for office
- ➔ Technically sophisticated and business savvy professional with career reflecting strong leadership qualifications primarily in IT Operations, Systems Administration, and Infrastructure Support.
- ➔ Garnered solid experience in System Administration, Technology Support, ERP implementation and Technical troubleshooting
- ➔ Possesses comprehensive knowledge in the Installation, Configuration and support of Hardware, Software, Peripherals and Network Devices and Infrastructure Management in Windows environment
- ➔ Proven abilities in planning / implementing and executing support functions using IT as business tool; disaster recovery planning and implementation for large enterprise infrastructure in a global environment

## Core Competencies

*Facility Management, Recruitment/ Payroll/ Employee Welfare ~ System Administration*

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## PROFESSIONAL EXPERIENCE

Posted at NIAM, NEW DELHI and Presently at BANGALORE Branch

May 2007- Till Date

System Administrator & Assistant Professor

- HR Generalist functions such as recruitment, payroll and general administration
- Vendor Dealings, Purchase and Employee welfare
- Co ordination with MKU for liaise work for NIAM and associated colleges
- Follow up for fee share and discrepancy solving
- Involved in assembling New PC's and installation of Software / Hardware for Desktop Systems
- Handling MBA, BBA Computer Subjects
- Responsible for figuring out hardware problems of machines, Network and Network equipment
- Handling network connectivity as well as implementation/ integration/ troubleshooting for servers, remote access, storage devices, Backup Devices, printers and scanners in LAN environment
- In charge of Installation, up gradation and maintenance all hardware/ software and Operating Systems

GEODESIC TECHNIQUES PVT.LTD, CHENNAI.

Sept 2006 - Apr 2007

Site HR Executive

- Deputed to TCS TECHNO PARK on behalf of UK services, proactively handled sourcing and manpower planning and coordination for recruitment
- Displayed in-depth experience in locating qualified candidates for open positions and negotiating contract terms
- Office Facility Management
- Handled the incoming calls and HR coordination, maintained the Resume files and fixed appointments as required
- Was accountable for formulation and implementation of HR policies and procedures; aligning HR Interventions with Business Objectives

- **Responsible for Auditing salaries, overtime, leave with wages & disbursement while monitoring the effectiveness of inputs on the productivity, performance and behavioral aspect of the employees**
- Assisted the Management informing Welfare Policies

**INSPAN INFOTECH PVT.LTD, CHENNAI**

**Jan 2002 – June 2006**

**System Administrator**

- **Vendor Dealings, Purchase and Employee welfare and general administration**
- Proficiently managed Oracle 9i server installation, configuration and creating and update databases
- Deftly handled the task of managing database structure, storage allocation, database access, roles, profile, users and privileges
- In charge of Installation, up gradation and maintenance all hardware/ software and Operating Systems
- Handling network connectivity as well as troubleshooting for servers, remote access, storage devices, Backup Devices, printers and scanners in LAN environment

**Key Projects Handled**

**Project Name:** Updating of product from Bizcone to Oracle based IFS package

**Summary:** IFS Applications is based on Oracle 9i version with front end made up of Oracle forms & Backend built with Oracle Database

- Responsibilities:**
- Organized the system resources for Data migration from existing Database to Oracle Database.
  - Usage of IFS Administration tools in restricting Users access and visibility,
  - Coordinating with end users in for technical support

**GEODIS OVERSEAS PVT.LTD, CHENNAI**

**July 2000- Oct 2001**

**Accounts Assistant**

- **HR Generalist functions such as payroll and general administration**
- Employee attendance follow-up, files maintenance, Cash&Bank Voucher preparation, Cash Handling
- FIRC procedures follow up & bank related works

**EDUCATIONAL CREDENTIALS**

**Pursuing MBA(HR)**

Madurai Kamaraj University

**MCA, 2000 (First class)**

St. Joseph's College, Bharathidasan University, Tamil Nadu

**B.Sc. Physics, 1996 (First class)**

Arul Anandar College, Madurai Kamaraj University, Tamil Nadu

**Technical Skills:**

<b>Database</b>	Oracle DBA, SQL Server 2000.
<b>Operating System</b>	Windows 2003 Server / XP
<b>ERP Tools</b>	RCT Studio, Mate Report, Bizcone (SD)
<b>GUI</b>	Tally ees 6.3, Quest TOAD
<b>Web Tool</b>	HTML, Dream weaver and VB Script

**Date of Birth:** 18<sup>th</sup> June 1976

**Language Proficiency:** Tamil, English, and Hindi.