KAILASH CHOUDHARY

Manager - Procurement | Network & System Administrator | Technical Assistant

📞 978-501-3813 | ✉ Linux.kailash@gmail.com

PROFESSIONAL SUMMARY

Seasoned professional with 10+ years of experience in procurement, IT infrastructure, and networking. Expertise in vendor management, cost optimization, contract negotiations, and compliance. Adept at aligning procurement strategies with business objectives and implementing robust IT security solutions. Proficient in managing enterprise IT networks, Hyper-V, VMware, and security firewalls (Sophos).

PROFESSIONAL EXPERIENCE

Banasthali Vidyapith University

Technical Assistant | November 2025 – Present

- Managed and maintained end-to-end **IT and Network Infrastructure**, including LAN, WAN, and campus-wide Internet connectivity.
- Designed, deployed, and supported **enterprise Wi-Fi networks** using **Netgear** Access Points, ensuring seamless coverage and optimal bandwidth utilization.
- Managed **CCTV Surveillance Systems** using **Hikvision IP Cameras and Hikvision NVRs**, including live monitoring, recording management, and troubleshooting.
- Configured, monitored, and maintained **Sophos Firewall**, including security policies, NAT, VPN, web filtering, and threat protection.
- Implemented **network security controls** to prevent unauthorized access, malware threats, and data breaches.
- Performed **fault analysis, root cause identification, and quick issue resolution** to minimize network downtime.
- Coordinated with **vendors and service providers** for hardware procurement, maintenance, and system upgrades.

SK Finance Ltd.

Manager - Procurement | November 2024 – October 2025

- Developed and implemented cost-effective procurement strategies to optimize efficiency.
- Conducted market analysis to identify and establish partnerships with reliable vendors.
- Oversaw purchase orders, contract management, and supplier evaluations.
- Ensured compliance with industry standards and internal policies.
- Led cost-saving initiatives while maintaining high-quality procurement standards.

G.S. Financial Corporation

Network & System Administrator | December 2022 – October 2024

- Managed Hyper-V infrastructure, including installation, configuration, and performance monitoring.
- Oversaw enterprise-grade servers such as HP Z8, Dell Precision Tower, Dell EMC PowerEdge.
- Monitored networks using PRTG and implemented security policies with Sophos XG135 & XGS 2300.
- Maintained biometric and CCTV surveillance systems for corporate security.

Kirana King Retail Network Pvt. Ltd.

Manager - IT & Networking | October 2018 – November 2022

- Installed, configured, and monitored VMware ESXi & Nagios XI for network monitoring.
- Handled Linux administration, including system security and performance optimization.
- Implemented NAS backup solutions and network security policies using Sophos XG125.
- Led POS retail billing software deployment and training for 300+ retail stores.

ETCO Digital Pvt. Ltd.

Service Engineer | September 2014 – May 2018

- Provided technical support for major financial institutions like SBI, ICICI, HDFC, Axis Bank.
- Maintained cash counting machines, CCTV, biometric systems, and IP cameras.
- Conducted preventive maintenance and troubleshooting for IT hardware systems.

KEY SKILLS

✅ Procurement & Vendor Management
✅ IT Infrastructure & Networking (Windows, Linux, VMware, Hyper-V)
✅ Cost Optimization & Budget Control
✅ Security & Risk Management (Sophos, Firewall, NAS Backup)
✅ Contract Negotiation & Supplier Relations
✅ Enterprise Network Monitoring (Nagios, PRTG)

EDUCATION & CERTIFICATIONS

🎓 Master of Arts (M.A.), Rajasthan University, Jaipur (2010)
🎓 Bachelor in Arts (B.A.), Rajasthan University, Jaipur (2008)
🎓 Cisco CCNA 200-301, Udemy (2021)
🎓 Google IT Support Professional, Coursera (2021)
🎓 ADCHN (Advanced Diploma in Computer Hardware & Networking)
🎓 RS-CIT (Rajasthan State Certificate in Information Technology)