

## **Milind S Hejib**

### *Contact Info:*

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248, Shramjivi Colony, Near LIC Office,  
Sangam Nagar, Indore – 452 007

### **Profile Summary:**

- Promote optimal performance, reliability, and security across core business systems
- Results-driven professional offering a progressive, seventeen-year career in information technology.
- Repeated success directing IT projects from inception to execution, strategically allocating resources and delegating tasks to achieve on-time, on-budget delivery.
- Expertly manage technical support operations, diligently troubleshooting issues to identify root causes and prevent recurrence.
- Process improvement champion with a history of implementing new procedures and technologies to strengthen security posture, enhance operational efficiency, and control costs.
- An effective team player and a person with high level task orientation and can be a reckon-worthy contributor to a team.

### **Area of Expertise:**

Testing & Troubleshooting | Project Management | System Administration | Vendor Relations | Strategic Planning | Resource Allocation | Effective Communication | Team Leadership | Business Continuity | Networking | Routers

### **Technical Proficiencies:**

Platforms : Windows Vista/7/10/2000 Server, Linux

Softwares : Visual Basic 6.0, MS-Access, MS SQL, My-Sql, Wordpress, Adobe Photoshop

Languages : PHP 5.0, HTML, C, C++

### **Professional Experience:**

- Worked as an Executive (IT) at Sri Aurobindo Institute of Medical Sciences, Indore, From January 2019 to August 2019.
- Worked as a IT & Project In-charge (Software Development) at RatnaShree Technologies, Bhopal, From August 2016 to January 2018.
- Worked as System Administrator at Ideal, Global, Social Welfare Organization, Bhopal, From October 2015 to July 2016.
- Worked as System Administrator – MIS (Management Information System) Software at Truba Group of Institutes, Bhopal, From July 2014 to September 30, 2015.
- Worked as Manager (IT) at Ratna House, Bhopal, From August 2013 to April 2014.
- Worked as Executive (IT) at E.M. Electro Mechanicals Pvt. Ltd., Bhopal, From March 2012 to August 2013.
- Worked as In-charge for IT, Web Hosting Division at SureVin BPO Services Pvt. Ltd, Bhopal, From March 2005 to August 2011.
- Worked as a Computer Engineer at Saraswati Higher Secondary School, Itarsi, From July 2003 to March 2005.
- Worked as a Computer Engineer at Porwal Auto Components Limited, Pithampur, Indore, From August 2002 to April 2003.
- Worked as a Computer Engineer at Vardhaman PG College, Itarsi, From August 2001 to April 2002.

**Education Qualification:**

- **Advanced Diploma In Software Technology**, From IT Division of Electronic Corporation of India Limited, Hyderabad (ECIL-A Govt. Of India Enterprise).
- **B.Sc. (MPC)** from Barkatullah University, Bhopal, M. P., India.

**Personal Details:**

Father's Name : Late Shri S. A. Hejib  
Date of Birth : 24th Oct 1977  
Gender : Male  
Marital status : Married  
Permanent Address : A-3, Geet Bungalows, Phase -2,  
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