

PRASHANT SONI

Assistant IT Manager

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Date of Birth: 30/06/1992

Nationality: Indian

Professional Summary

With 13 years of experience in IT, I possess a strong expertise in hardware, networking, ERP systems, and software development. I have a proven track record of managing IT infrastructure, optimizing business processes, and delivering efficient technical solutions. Skilled in leading teams, troubleshooting complex IT issues, and ensuring seamless integration of technology to drive business growth.

Skills

- ERP Functional Support
- SQL SERVER Database Maintenance
- Hardware & Network Troubleshooting
- IT Asset Infrastructure & Management
- Website Development using HTML5 CSS JS Bootstrap & WordPress
- Managing E-Commerce Portals like Amazon & Flipkart
- ERP Testing & Implementation
- Data Backup Maintenance & Active Directory

Education

- 10th from **BCM Sr Sec School – March 2007** from **Punjab School Education Board** with **73%**
- 12th (Commerce) from **BCM Sr Sec School – March 2010** from **Punjab School Education Board** with **70%**
- BCA (3 Years Bachelor of Computer Application) from **GGNIMT Khalsa College - January 2012** from **Punjab Technical University**
- MCA (1 Year Master of Computer Application) - Lateral Entry **May 2018** from Lovely Professional University Distance Education
- Web Development (HTML, CSS, WordPress, Bootstrap) from **NTech Education - 2024** with **73%**

Certifications

- ERP Functional Training, Ecotech Software Pvt Ltd, Chennai, Tamil Nadu, 01/01/14
- Self-Empowerment Training Program, Vardhman Training & Development Center, Ludhiana, Punjab, 01/01/15
- ITIL Training, Vardhman Textiles Limited, Baddi, Himachal Pradesh, 01/01/14

Work Experience (Present working)

Assistant Manager IT

March 2025 to Present

Singhania International Ltd - Ludhiana, Punjab

- IT infrastructure i.e. Hardware Maintenance, software, Network, CCTV, Firewall, and email management.
- Leading a team of 3 Members exclusively responsible for Hardware, Network & Any kind of Software related issues.
- Manage the backup & SQL database for the ERP (**Enterprise Resource Planning**)
- Responsible for both technical and functional operations of the **DISHA ERP**.
- Personally oversee backup scheduling and database maintenance to ensure data integrity and availability.
- Handle Active Directory, and NAS (Creating the users, giving them required access & looking for Group Policy Management for Active Directory).
- Manage the renewal of licenses for domains, servers, Microsoft products, Corel products, and other software.
- Arranging the quotation of all required IT Infrastructure Material, Negotiating them & final procurement with consent of top level management.

Past Experiences

EDP Manager

August 2024 to March 2025

Shiva Texfab Limited - Ludhiana, Punjab

- Oversee the entire IT infrastructure, including hardware, software, network, and CCTV, firewall, and email management.
- Lead a team of 10 members, managing both the head office and units across different locations.
- Provide 24x7 IT supports to 5 plants across India, ensuring seamless operations.
- Manage the SQL database for the ERP system.
- Responsible for both technical and functional operations of the **PRO ERP** (In House ERP)
- Personally oversee backup scheduling and database maintenance to ensure data integrity and availability.
- Handle Active Directory, Domain Controller servers, and NAS servers.
- Manage the renewal of licenses for domains, servers, Microsoft products, Corel products, and other software.
- Managed and coordinated multiple projects while ensuring timely completion.
- Developed departmental objectives, budgets, policies, procedures, and strategies

EDP Manager

June 2018 to August 2024

Fahrenheit Clothing (India) Pvt Ltd - Ludhiana, Punjab

- Administrative Functional & Technical Support of **LOGIC ERP**
- Responsible for backup of Application Database and SQL Server
- Managing Software Licenses, Renewal of Domains, Antivirus and Web Hosting Applications
- Network & bandwidth management with Firewall, Network Infrastructure, & Connectivity distribution
- Managing NAS (Network Attached Storage)
- Troubleshooting Computer Hardware, Printers, Scanners & Servers & to give real-time resolution
- Managing E-Commerce Portal & Product Listing on 'Amazon' & Company's website
- Managing Payment Gateway Portal 'PayU Money' and managing the Refunds (If required)
- Email Creations with Yahoo Cloud Server on company domain & configuring them with MS Outlook, third Party software like Windows Live Mail & Thunderbird
- Generating MIS Reports as per Management Requirements
- Managing WordPress for maintaining the website www.fahrenheitclothing.com
- Developed and maintained IT infrastructure, including servers, networks, and storage systems.
- Oversaw hiring and training of IT workers to confirm meeting of company objectives.
- Cooperated with department heads, managers, and supervisors for creation of coherent goals for IT department.

ERP Administrator

July 2017 to May 2018

Octave Apparels - Ludhiana, Punjab

- Looking for Application Support and ERP Support **STAGE ERP** for Garments Business
- Administrative Functional & Technical Support of **LOGIC ERP**
- Responsible for Backup of Application Software and Database Sybase Central & My SQL
- Performed database maintenance tasks such as backups, restores, index rebuilds.
- Maintained user security profiles in the ERP system to ensure data integrity and proper access control.
- Designed custom forms and reports utilizing Crystal Reports and Business Objects tools.
- Collaborated with IT personnel to develop new functionality within the ERP environment.
- Developed and implemented ERP policies, procedures and processes to ensure system accuracy and efficiency.
- Assisted in troubleshooting complex problems related to integration between different applications within the ERP environment.
- Created reports using SQL queries to analyze the effectiveness of existing business processes.

EDP Sr. Assistant

June 2014 to July 2017

Vardhman Nisshinbo Garments Co. Limited - Ludhiana, Punjab

- Looking for Application Support and ERP Support (STAGE ERP) for Garments Business from frontend and Backend.
- Responsible for Backup of Application Software and Database Sybase Central, Oracle, My SQL
- Responsible for maintenance, support, licenses and renewal for database, application and different software
- Network monitoring (MPLS & ILL), Network Infrastructure, and connectivity distribution
- Responsible for Mail service of IBM notes and troubleshooting in mail support
- Performed research on various topics related to company operations as requested by senior leadership team.

EDP Programmer

May 2012 to May 2014

Poddar Tyres Ltd - Ludhiana, Punjab

- Assisted with troubleshooting, maintenance and repair of computer hardware and software.
- Evaluated current technology needs versus available resources when making decisions about upgrades or new purchases.
- Developed and implemented user-friendly procedures for data entry to ensure accuracy of information.
- Managed user accounts within the system including permissions, passwords.
- Developed training materials for users on how to effectively utilize EDP systems.
- Conducted regular system backups and maintained accurate records of all system changes.
- Provided technical assistance and support to staff in the use of EDP systems.
- Prepared detailed documentation for all systems used in the department.
- Utilized various software programs such as MS Access, Excel, Word, and PowerPoint..

Personal Information

- Gender: Male
- Marital Status: Married
- Father's Name: Sh. Shanti Prakash Soni

Hobbies and Interests

- Learning new technology
- Travelling
- Listening Music
- Playing Badminton
- Indoor games

Languages

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|---------------------------|---------------------------|
| • Hindi Intermediate | • English Intermediate |
| • Punjabi Intermediate | |

Disclaimer

I, PRASHANT SONI, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Place: Ludhiana, Punjab