

Mohammad Imran

IT Solution Engineer || IT Operations Executive || IT Asset Manager || System Administrator

• Allahabad, Uttar Pradesh. • erimran7860@gmail.com • +91 9670506521 • LinkedIn [↗](#) • GitHub [↗](#)

SUMMARY

IT Solution Engineer with experience in HRMS, payroll, Zoho Books, EHR FOSS, Google Workspace, and Office 365. I am skilled in IT asset management, remote support across 3 branches, vendor and billing coordination, and CCTV system handling. Proficient in automation (Apps Script), Power BI reporting, and web development (WordPress). Also manages digital marketing and drives process efficiency through tech solutions.

WORK EXPERIENCE

Senior IT Executive (Mar/2024 – Present)

Gomti Nagar, Lucknow

Riti Wellness & Health Care Pvt. Ltd.

Promoted after consistently performing in IT support, automation, and multi-branch coordination.

- Managed backend settings for HRMS, payroll, and performance tracking
- Resolved employee IT issues, including hardware/software troubleshooting.
- Maintained and updated IT assets, ensuring smooth operations.
- Automated data collection and live location tracking via Google Apps Script.
- Created Power BI dashboards for company data visualization & manage scorecard graph & data.
- Oversaw Office 365 management, ensuring seamless workflow.
- Manage Software EHR FOSS, Zoho Books, Zoho Expense, Zoho Analytics & Zimyo HRMS.
- Manage all digital platforms, company website & Canva Designing.
- Provided remote IT support across 3 hospital branches, ensuring smooth technical operations and issue resolution.

IT Executive (Jan/2023 – Feb/2024)

Allahabad, UP

Riti Wellness & Health Care Pvt. Ltd.

Initial role focused on core IT support, system maintenance, and backend configuration.

- Provided daily technical support to staff (hardware/software/network) in main branch.
- Assisted in managing HRMS, payroll system, and backend configuration for employee records.
- Maintained IT asset inventory and supported system setup and troubleshooting.
- Contributed to WordPress-based website updates and custom scripts for automation.
- Handled Office 365 setup, user support, and email account configurations.
- Coordinated with vendors for timely maintenance of local IT hardware.

Data Entry Operator (Jan/2022 – Dec/2022)

Tilak Nagar Allapur

Used to work there as an employee, used to save customer data and their records in the excel format.

- Used to guide employees.
- Team leadership.
- Working capacity is high.

EDUCATION

Master of Computer Application (MCA) (Aug2023-Present)

Allahabad, UP

- Sam Higginbottom University of Agriculture, Technology & Science (SHUATS)
- Branch – Computer Science.

Bachelor of Computer Application (BCA) (2020-2023)

Allahabad, UP

- Ewing Christian College (ECC).
- Branch – Computer Science

Intermediate (12th) (2018-2019)

Allahabad, UP

- R B M Inter College Kareli Prayagraj.
- Course – PCM.

High School (10th) (2016-2017)

Allahabad, UP

- SN Patel IC Bagaha Belasara Allahabad
- Course – Science.

PROJECT & PORTFOLIO

College space – Website. (Apr 2023)

- Created a full-stack web application as a college major project, integrating both frontend and backend technologies to enhance user experience and data management.

Simple Calculator Website. (Nov 2022) [↪](#)

- Designed and developed a basic calculator as a college mini project, implementing HTML, CSS, and JavaScript for frontend functionality.

E-Commerce – Website. (Jan 2023)

- Built a full-stack e-commerce platform during the AcmeGrade Internship, implementing frontend and backend features to provide a seamless shopping experience.

OASIS Infobyte Internship Project (May 2023) [↪](#)

- Developed a **front-end**-only website as part of the OASIS Infobyte Web Development Internship, showcasing proficiency in HTML, CSS, and JavaScript.

WordPress Project

- 1- Riti Eye Care Hospital [↪](#)
- 2- EyeXperts [↪](#)
- 3- SpecxWala [↪](#)

PROFESSIONAL SKILLS & EXPERTISE

Technical Skills (Core IT & Software Expertise)

- Zoho CRM & Zimyo HRMS Management.
- MERN Stack Development.
- WordPress Website Management.
- Software & Hardware Troubleshooting.
- System Integration & Automation.

IT Solutions & Administration

- IT Infrastructure Management.
- Cloud & SaaS Applications.
- HRMS, Payroll & Performance Management Systems.
- Data Security & Compliance.
- Proficient in CMD for Activation

Creative & Digital Management

- Canva & Graphic Designing.
- Social Media & Content Management.
- SEO & Website Optimization.

Problem-Solving & Leadership

- IT Consulting & Solution Design.
- Project Management & Team Collaboration.
- Technical Training & Documentation.

SKILL

- Manage CCTV
- Office 365 & Win Act.
- Digital Media Handle
- IT-Supports
- Remote handle
- Bash CMD
- IT Infrastructure
- Power BI
- Communication
- Linux & MacOS

TRAINING

- **ACMEGRADE (Apr/2023)**
- Web Development – 3month
- Frontend + Backend

INTREST

- Management
- Volleyball- (Two times win block level tournament & one-time play district)
- Running- (Two times win block level tournament & district got 2nd position in trial)
- Chess- (Sep-2024 achieve 94 Rank in Royal Chess)
- Travelling
- Talent Hunt- (Achieve Reliance talent hunt Certificate)

LANGUAGE

English

Hindi

Urdu