SAURABH KUMAR THAPA

- **Asst. System Administrator**
- **Department of Computer Science**
- **St. Anthony's College, Shillong**
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PROFILE

A skilled IT professional with a Master's in Computer Applications and expertise in web and app development, server administration, cloud solutions, and IT support. CCNA certified, with experience in managing Linux/MS Windows servers, data security, and firewall management. Passionate about teaching, I also work as a lecturer, sharing my knowledge to inspire and engage students in technology. I strive to bridge the gap between theory and real-world applications, fostering both technical skills and critical thinking in the classroom.

QUALIFICATIONS

	Institution	BOARD / University	Division / Class
Master of Computer Application(M.C.A.)	St. Anthony's College, Shillong	NEHU	1st
Bachelor of Science (Computer Science)	St. Edmund's College, Shillong	NEHU	1st **
H.S.S.L.C	Kendriya Vidyalaya, Laitkor	CBSE	2nd
S.S.L.C.	Shillong Jail Road Boy's Higher Sec School	MBOSE	1st

** Rank 7th in B.Sc (Computer Science), NORTH-EASTERN HILL UNIVERSITY

SKILLS

Server Administration:	Linux, MS Windows.
Cloud Server Management:	Deployment and scaling of cloud environments.
Data Security & Threat Management:	Firewall management, cybersecurity practices.
Programming & Web Technologies:	HTML5, CSS3, JavaScript, PHP, MySQL, Python, Java, Android, Bash Script.
System Repair & Troubleshooting:	Strong abilities in diagnosing and resolving hardware and software issues efficiently.
Networking:	CCNA Certified, with expertise in network design, configuration, and management.
Tools & Technologies:	Bootstrap, WordPress, Microsoft Office Specialist.
Soft Skills:	Strong communication, problem-solving, and teamwork abilities.

EXPERIENCE

○ **Assistant System Administrator**
   St. Anthony's College, Shillong. *November 2024 – Till Date*
   ❖ Install, configure, and maintain servers, firewall, networks, and IT systems to ensure optimal performance, security, and availability.
   ❖ Provide technical support by troubleshooting hardware, software, and network issues for users and departments.
   ❖ Implement security measures, manage system backups, and ensure disaster recovery plans are in place.
   ❖ Monitor system performance, automate routine tasks, and generate reports to optimize efficiency and prevent downtime.

○ **Software Developer**
   St. Anthony's College, Shillong. *September 2023 – November 2024*
   ❖ Designed and developed various websites and applications for the organization.
   ❖ Managed server environments, ensuring high availability and security.
   ❖ Provided technical support and troubleshooting for web applications and server issues.

○ **Lecturer**
   St. Anthony's College, Shillong. *September 2022 – Till Date*
   ❖ Delivered lectures to PGDCA students on Networking and VB.NET.
   ❖ Conducted short-term courses covering various IT topics.

○ **Instructor**
   Ramakrishna Mission Vivekananda Cultural Centre. *April 2016 – August 2023*
   ❖ Taught short-term courses on Networking, PC Maintenance, PHP, Android, MySQL Database, MS Access, and Office Package.

○ **Software Developer and Backend Expert**
   Ramakrishna Mission Vivekananda Cultural Centre. *June 2019 – August 2023*
   ❖ Designed and developed various websites and applications for the organization.
   ❖ Managed server and cloud environments, ensuring high availability and security.
   ❖ Provided technical support and troubleshooting for networking and server issues.

ACADEMIC PROJECTS

○ e-Notice Board B.Sc. (Computer Science)
   ❖ Developed an interactive notice board system using web technologies.
○ e-Commerce Bakery Store MCA (5th Semester):
   ❖ Created an online platform for bakery products, integrating payment gateways and inventory management.
○ RKM HIKAI (Hybrid Interactive Knowledge Assimilation Initiative) LMS MCA (6th Semester):
   ❖ Developed a learning management system for educational purposes, incorporating user management and course content delivery.

PROFESSIONAL PROJECTS

○ **admission.anthonys.ac.in**
   ❖ Role: Software Developer
   ❖ Developed an online admission portal with features for result and marksheet uploads. Enabled college administration to select candidates, facilitate online payments, and issue roll numbers upon successful payment.
   ❖ Also provided troubleshooting support for server-related issues to ensure smooth operation.

PROFESSIONAL PROJECTS

- **rkmshillong.online**
  - ❖ Role: Web Developer & Backend Expert
  - ❖ Developed a Learning Management System (LMS) for short-term course content. Managed server and cloud environments to ensure high availability and secure access to educational materials for students.
- **rkmhikai.online**
  - ❖ Role: Web & App Developer & Backend Expert
  - ❖ Developed and maintained Web and App LMS for MBOSE school student, handled backend server management.
  - ❖ <u>**Wireless LAN Setup:**</u> Implemented a high-capacity wireless LAN in a village area to facilitate data synchronization. Enabled efficient content updates, such as new videos and study materials, for students by ensuring seamless access to updated content from the server.
- **shillongadvertisements.com**
  - ❖ Role: Web Developer & Backend Expert
  - ❖ Developed a web portal for publishing and managing online advertisements across the Meghalaya region. Enhanced user interface and functionality to support regional ad placements.
- **donations.rkmshillong.org**
  - ❖ Role: Web Developer & Backend Expert
  - ❖ Created a web portal to facilitate online donations from devotees and well-wishers, supporting various organizational activities. Integrated features for issuing Tax Exemption Certificates (80G) to donors.
- **aryaphotography.com**
  - ❖ Role: Web Developer & Backend Expert
  - ❖ Developed a web portal to showcase a client's photography portfolio, enhancing visibility and attracting customers. Assisted with setting up the hosting server to ensure reliable performance and accessibility.
- **acc.rkmshillong.org**
  - ❖ Role: Web Developer and Backend Expert
  - ❖ Created a web portal for conducting the Annual Cultural Competition, featuring participant registration, competition reminders, a judgment portal, tabulation, and winner declarations. Set up a Cloud Hosting VPS with a database to manage and support the portal's operations.

ADDITIONAL QUALIFICATION

- Certification Course in CCNA
- Certification Course in Microsoft Office Specialist
- Certification Course in Linux, Android App Development, PHP, MySQL, Java, DTP, Tally, PC Maintenance & Networking,

PROFESSIONAL ENGAGEMENTS & WORKSHOPS

- **Hands-on Training Programme on MS Office Essentials, Digital Technology, and Cyber Security**
  Shillong Commerce College
  Duration: Two Months
  - ❖ Provided comprehensive training on essential MS Office tools, digital technology, and cybersecurity practices, equipping participants with practical skills and knowledge.

PROFESSIONAL ENGAGEMENTS & WORKSHOPS

- **Judge, Inter College Debate Competition– "Electronic improve or worsen students' learning environment"**
  Shillong College
  - ❖ Served as an expert judge for a notable debate competition, assessing and scoring participants' arguments and presentations, and providing constructive feedback to enhance the event's quality and fairness.
- **Cybersecurity Workshop**
  Department of Posts, Shillong GPO
  - ❖ Conducted a hands-on workshop focusing on practical security practices and threat prevention, aimed at enhancing the department's cybersecurity posture.

ADDITIONAL ACADEMIC RESPONSIBILITIES

- **Departmental Representative (Student) M.C.A**
  St. Anthony's College (2019-2020)
  - ❖ Coordinated student activities, organized events, and served as the main contact between students and faculty.
- **Class Representative B.Sc. (Computer Science)**
  St. Edmund's College (2014-2015)
  - ❖ Acted as a key point of contact between students and faculty, facilitated communication, and helped organize class events.