

# CHEVROLET SALES INDIA P Ltd



January 29, 2022

From,  
**Referee Name**  
Designation  
Company

**Subject: Employment Reference Letter**

## To Whom It May Concern

I confirm that “**YOUR NAME**” was employed as a Manager – Network Administration from July 2015 to March 2017, and then he was promoted to a designation of Sr. Manager – Network Administration from April 2017 to Sept 2017. Throughout this tenure, he applied an extensive knowledge in developing a complete network design, router configuration, managing database structures and architectures, as well as, involved in the management of configuration and installation of computer operating systems.

The below roles and responsibilities were assigned to him:

### ICT related Roles and Responsibilities

- Responsible for involving in day-to-day activity of Regional Office to address network related issues.
- Configuring the WAN infrastructure consisting of multiple E1 Links with Cisco 2600, 2900, 3700, 3800 series routers and Cisco 2950, 2960, 3560, 3750, and Series switches
- Responsible for regular activities like Network performance monitoring/reports generation, Syslog monitoring/reports generation, Basic hygiene checkup, IOS Patch management, Security Health Check, GSD health check, IP routes validation on all devices, vulnerability assessment test etc. on all devices at data network & to ensure zero compliance.
- Handling P1 incident queue for assigned tickets and investigating to diagnose and resolve issues as per SLA.
- Addressing escalated issues & user request on Priority
- Configuring & Troubleshooting VLAN and Inter VLAN routing on Switches
- Troubleshooting LAN and WAN related issues which includes routing protocols such as OSPF & BGP
- Handling the LAN implementation part for the south region and data center in New Delhi.

- Developing the architecture of the switched LAN to satisfy the required business.
- Executing the network configuration which was the process of network's controls setting along with the flow and operation for supporting the communication from network

**Managerial Roles and Responsibilities:**

- Gathering the project related details and client requirements to fulfill the project requirements.
- Troubleshooting the issues
- Network configuration

**TO BE CONTINUED...**