

Dec 17, 2022

Abhi Gupta

Rajarampuri,
Kolhapur, MH

Dear Abhi,

We are pleased to offer you the **full-time** position of **System Administrator** at **Edvance Training** (A BATTI Educom Company) with a start date of **January 02, 2023**. You will be reporting directly to **Mr. Yash Pandit** at Pune (remote) Location. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to:

- Responsible for Installation and configure software and hardware.
- Managing network servers and technology tools.
- Set up accounts and workstations.
- Monitoring performance and maintaining systems according to requirements.
- Troubleshooting issues and outages.
- Ensuring security through access controls, backups and firewalls.
- Upgrading systems with new releases and models.
- Developing expertise to train students on new technologies.
- Building an internal wiki with technical documentation, manuals and IT policies.
- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization.
- Lead desktop and help desk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions

The annual starting salary for this position is **2,64,000/-** to be paid on a monthly basis by Direct deposit in your bank account starting on **January 31, 2023**

Your employment with **Edvance Training** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

Please confirm your acceptance of this offer by signing and returning this letter by **January 05, 2023**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Thanks & God Bless

Mr. Yash Pandit

Training Recruiter

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Edvance Training