

# RESUME

**Ajith Kumar. G**

E-mail: [ajithgandeepan@gmail.com](mailto:ajithgandeepan@gmail.com)

Mobile: **9677614263**

Mig 965, TNHB colony

1<sup>st</sup> street Velachery

Chennai -600042

## Career Objective

To seek an entry into an esteemed organization where all my academic and professional skills are utilized to empower the company's interests, which in turn add value to my professional career.

## Educational Profile

Course	Institution	Board / University	% Of Marks	Year of Passing
B.E. E.C.E	KCG College of Technology	Anna University	65%	2016
HSC	Kingston Matriculation Higher secondary school.	State board of Higher secondary education	82%	2012
SSLC	Kingston Matriculation Higher secondary school.	State board of Matriculation	86%	2010

## Certification:

- Completed Course in **MCSA** I Soft Technologies in Chennai

## Technical Skills:

- Knowledge in Cisco Routers and Switches.
- Routing Protocol Configurations Such as RIP, OSPF, and EIGRP.
- Knowledge of OSI 7 Layer Model, TCP/IP, DNS, DHCP, POP3, IMAP, SMTP.
- Application Packages: Ms Office.
- Remote Support: Team Viewer, Any Desk for giving Desktop support for user.

**Roles and Responsibilities:**

- Installation of Client OS – Windows XP, Windows 7, Windows 8.1, Windows 10.
- Having knowledge about TCP/IP, SMTP, POP3, DNS, & DHCP.
- Troubleshooting network & internet related issues.
- Troubleshooting OS related and booting related issues.
- Cable crimping straight and cross.
- Hardware Troubleshooting, System Performance, assembling new systems.
- New mail configure and taking backup of MS outlook 2010, 2013 & 2016 and troubleshooting issues. Regular data & mail backup of MS outlook (PST files).
- Spearheading Procurement, Purchase, Sourcing of material, determining the needs of the company with regards to machinery & supplies necessary for safe operation
- Monitoring the implementation of system for ensuring availability of stock / out of stock situations, and making appropriate arrangements to ensure on-time deliveries.

**Previous Experience:**

- Aug'17-Dec'18 - Worked as Business Development Executive at Covernest (Chennai).
- Jun'19-Jul'20 – Worked as Purchase Executive at Aguerri Industries Pvt Ltd(Chennai).
- Jun'22-Oct'22 – Worked as an AR Caller at Omega Health Care(Chennai).

**Personal details:**

<b>Date of birth</b>	:	23-6-1995
<b>Gender</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Unmarried
<b>Linguistic proficiency</b>	:	Tamil,English
<b>Address</b>	:	603/A, Ramasamy gounder street Chennavaram, Vandavasi,TamilNadu-604 408

**Declaration**

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

**Place:**

**Date:**

**(Ajith kumar G)**