

**Job applied for :- System Support Eng. / Network Eng. / Office 365 Admin ,  
Local outlook server admin / Server Administrator /Windows Administrator / Firewall  
Manage. Hardware Eng.**

Jan 2022  
Hiring Manager

Dear Sir/Ma'am,

I'm writing to apply for any of the post of System Support Eng. / Network Eng. / Office 365 Admin ,Local Mail server admin / Server Administrator /Windows Administrator / Firewall Manage. / Hardware Eng.

IhavemorethanSeven years of experiences in various categories.

I'm a mature, quick learner, soft spoken and want to expertise in maximum fields and eager to learn more.

I believe my experiences and knowledge provide the essential skills to meet the needs of your rapidly growing organization.

I'm confident that I can make a solid contribution to the Company and hope to be a part of such outstanding organization. Please contact me for any additional information at +91-9671243427.

Thank you again for your interest and valuable time.

Sincerely yours,

**Professional Summary :-**

At any of following positions such as System Support Eng. / Network Eng. / Office 365 Admin ,Local Mail server admin / Server Administrator /Windows Administrator / Firewall Manage / Hardware Eng. where the ability to manage several different projects and tasks simultaneously and experiences would be have value. Disciplined with expertise in competitive services by identifying, knowledge and awareness while doing any field of the work.

**Experiences:-****1. Asst. Manager to Present :-*****Amolik Residency LLP, Oct 2020*****Responsibilities:-**

- ❖ Working Fortinet Firewall Manage client , Sites, Bandwidth Etc.
- ❖ Working on office 365 outlook in Administrator Level.
- ❖ Windows Operating Systems (XP, Win-7, Win-8 Win-10), Anti-virus applications, Virus detection tools, McAfee Anti-virus etc.
- ❖ Looking for and maintaining up-gradation, recovery and smooth running of IT related equipment's.
- ❖ Installing configurations and maintenance CISCO Switch.
- ❖ Managing computers, printers, fax, scanners etc.
- ❖ Managing & Administrating Local Area Network, Internet Broadband Connection & User Authentication in Cyberoam.
- ❖ Trouble shooting & Installation of hardware equipment, software's etc.
- ❖ Hardware & Networking: Assembling, Troubleshooting, Installation, Set-up User Authentication, Data Backup, Maintenance & troubleshooting of office equipment's like printers, scanners etc.
- ❖ Solve the issue Digital Signature devices.
- ❖ Technical Issue ERP OR PAYROLL Software.
- ❖ Technical Software Real Estate Business Suite & Solved Technical Issue.
- ❖ Installation PO software.
- ❖ Install all type camera & Manage.
- ❖ Planning to new office & setup related IT Department.
- ❖ Working on Escan or Quick Heal Antivirus Setting.
- ❖ Handling Technical Team for IT department.
- ❖ Time to time Update All Equipment.
- ❖ All Work Manage CCTV Camera.

## **2. System Support Eng. :-**

***J K Lakshmi Cement*** Role of  
E-connect Solution, Team Computers June 2018 to Oct 2020

### **Responsibilities:-**

- ❖ Windows Operating Systems (XP, Win-7, Win-8 Win-10), Anti-virus applications, Virus detection tools, McAfee Anti-virus etc.
- ❖ SAP Installation & Looks Technical issues.
- ❖ User & Manage Services.
- ❖ Looking for and maintaining up-gradation, recovery and smooth running of IT related equipment's.
- ❖ Installing configurations and maintenance CISCO Switch.
- ❖ Managing & Administrating Local Area Network, Internet Broadband Connection & User Authentication in Cyberoam.
- ❖ Trouble shooting & Installation of hardware equipment, software's etc.
- ❖ Working on office 365 outlook in Administrator Level.
- ❖ Assembling & disassembling, troubleshooting of PC& Printers.
- ❖ Working on Avamar Backup Application to monitoring backup schedule add user & Troubleshoot user backup problems.
- ❖ Working on Escan Antivirus Administration Application to manage clients.
- ❖ Working on Whatsapp Gold network Monitoring Tools.
- ❖ Configure on Lifesize Video Conference Device & Connect Video Conference.

## **3. Hardware Support Eng. :-**

***Fourth Dimension Solution***  
Feb 2016 to May 2018

### **Responsibilities:-**

- ❖ Hardware & Networking: Assembling, Troubleshooting, Installation, Set-up User Authentication, Data Backup, Maintenance & troubleshooting of office equipment's like printers, scanners etc.
- ❖ Manage to Computer Lab & Installation.

### **Professional Certification:-**

- ❖ 18 month hardware & networking diploma from mint computer center Ballabgarh.
- ❖ Microsoft Windows XP Professional Certificate.
- ❖ Microsoft Windows Server 2003 Environment Certificate.
- ❖ Fortinet Firewall Network Security Expert Certification NSE 1.
- ❖ Fortinet Firewall Network Security Expert Certification NSE 2.

### **Academic Qualification:-**

- ❖ 10<sup>th</sup> passed from Haryana Board 2009.
- ❖ 12<sup>th</sup> passed from Haryana Board 2011.
- ❖ BCA MD University Rohtak. 2014.
- ❖ MCA GJ University Hisar 2019.

**Personal Details:-**

Father's Name	:	Sh. Sarupa
Mother Name	:	Smt. Dayawati
Date of Birth	:	05/05/1992
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language Known	:	English& Hindi

**PLACE.....**

**DATE.....**

***(Naveen )***