

SHRADDHA BAHETI

SKILLS

- ServiceNow Management
- Active Directory
- Customer service
- Technical issues analysis
- MS office
- Software installation
- Troubleshooting
- Customer Relationship
- Team work

BADGES

Advance Delivery Explorer.
Interskills- Coaching and Mentoring
for technical Specialist.
Interskills – Cloud Fundamentals.

CONTACT

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PROFILE

I'm an experienced and knowledgeable IT support technician having keen understanding of the skills required assisting customers with various hardware and software related issues. Provided in-depth technical support to clients at a Tier 2 level, solving 99.2% of issues without transferring to Tier 3 support. Seeking to achieve objective of the company with the implementation of innovative ideas, creativity and skills.

EXPERIENCE

Kyndryl Indian Private Limited (Nov 2021 - Present)

- Supported customers with basic technical support for current and past software releases.
- Assisted clients with general support for hardware, peripherals, network connections, and external software
- Escalated help desk tickets to Level 2/ Tier 2 support when outside the scope of L1/T1 technician support.
- Assisted customers with more difficult technical issues requiring a greater level of personalized care and in greater length.
- Escalated support desk tickets to Level 3 in the most crucial circumstances and after considerable time had been spent on a single ticket.
- Onboarded and trained all incoming junior tech support specialists.
- Solved 99.2% of Level 2 tech support tickets without needing to escalate to Level 3 tech support engineers.
- Has deep knowledge of ticket creating and handling process on ServiceNow Management tool.
- Supporting the roll – out of new applications.
- Setting with new user accounts and profiles and deal with password issues.
- Talk staff or clients through a series of actions, either phone or chat, to help set up systems or resolve issues.
- Working continuously on a task until completion.
- Prioritizing and managing many open cases at one time.
- Establishing a good working relationship with customers and other clients.
- Substantial experience in Customer Account Management.
- Providing support, including procedural documentation and relevant reports.
- Handled ITIL Position in team.
- Perform advance root cause analysis and develops checklists for typical problems.

IBM Indian Private Limited (Mar 2021- Sep 2021)

- Installing and configuring computer hardware operating systems and applications.
- Monitoring and Maintaining computer systems and network.
- Talk staff or clients through a series of actions, either phone or chat, to help set up systems or resolve issues.
- Troubleshooting system and network problems, diagnosing and solving hardware or software faults.
- Achieved IBM Super learner tag.

CERTIFICATE

- *Identity and Access Management*
- *Azure Active Directory Fundamentals*
- *Active Directory Web services*
- *Cloud Security with MS Azure*
- *Azure Deep drive*
- *Linux*
- *Amazon Web Services*
- *CCNA*

INTERNSHIP

ZETRON PVT LTD | APR 2018 - AUG 2018 | MUMBAI

❖ **CCNA**

- Network infrastructure designed and implemented on Cisco Packet tracer.
- Routing Protocols OSPF, EIGRP, RIP.
- LAN technologies Vlan and Ether channel.
- Infrastructure service DHCP.

❖ **.Amazon Web Services**

Hosting a static website using EC2 instance, Route 53 and amazon S3 Bucket.

EDUCATION

BACHELOR OF TECHNOLOGY | 2016 - 2020

ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTER, JAIPUR (RAJ.)

Completed B.Tech (Honours) in computer Science Branch.