

# Curriculum Vitae

**Mr. Vivek Prakash Gandhi**

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## **OBJECTIVE:-**

To secure a challenging position in a IT company, where my skills and my hard work will make a solid Contribution to the growth of company and thereby enhance my potential and professional development.

## **ACADEMIC DETAILS:-**

EDUCATION	YEAR OF PASSING	COLLEGE / SCHOOL	UNIVERSITY / BOARD	CLASS
S.S.C	2006	SHIRGOAN VIDYALAY SHIRGOAN, CHIPLUN	MAHARASHTRA STATE BOARD	II CLASS
H.S.C	2008	ALORE HIGH SCHOOL ALORE & COLLEGE, CHIPLUN	MAHARASHTRA STATE BOARD	II CLASS
T.Y.BCOM	2016	TILAK MAHARASHTRA VIDYAPITH	UNIVERSITY OF PUNE	I CLASS

## **PROFESSIONAL QUALIFICATION:-**

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSA)	2017	IIHT KHARGHAR	-	A CLASS
DIPLOMA IN COMPUTER HARDWARE & NETWORKING	2009	KOHINOOR TECHNICAL INSTITUTE	MUMBAI	I CLASS

## **TECHNICAL PROFICIENCY AND EXPERTISE:-**

- Implementations & configurations of Windows Servers 2012 and Services like Hyper-V, AD, DNS, and GPO.
- Installation & configuration of Linux OS like Ubuntu.
- Worked on Quick Heal Antivirus Endpoint Security 7.4 admin console.
- Knowledge of VLAN and routing Protocols.
- Worked on IBM x series tower and blade servers.
- Experience on web content management system (Word press).
- Experience on Assembling and troubleshooting Computers Hardware.
- Basic Knowledge of Photoshop.
- Installation of Operating System & Various software.
- Passed Maharashtra State Certificate in Information (MSCIT) Exam.

## **CAREER OVERVIEW:-**

<b>1</b>	<b>MGM Hospital and Research Center, Belapur</b> <ul style="list-style-type: none"><li>• Supported more than 150 users.</li><li>• Performed day-to-day administration functions, backup of application server and server maintenance.</li><li>• Installed and configured of Windows Servers 2008R2 and Services.</li><li>• Created, deleted and modified user account from active directory.</li><li>• Updated of Windows Patches and Anti-Virus.</li><li>• Installed, configured and troubleshoots of MS-outlook / Outlook Express.</li><li>• Managed and maintained internal IT infrastructure.</li><li>• Carried out other duties as requested by management for VIP Guest.</li><li>• Followed up with Vendors, whenever required &amp; resolve issues by minimizing downtimes.</li><li>• Trained staff and oriented them on how to use computer hardware and software system.</li><li>• Communicating HMS &amp; Tele Radiology software related issue with vender.</li><li>• Performed timely &amp; accurate monthly as well as annual hospital report.</li><li>• Supervised and performed installation of new IT network equipment and system software.</li><li>• Prepared and maintained documentation of technologies, standards and procedures.</li></ul>	<b>May 2013 – Till date</b>
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<b>2</b>	<b>Les Concierges Services Pvt Ltd.</b>	<b>05 October – 10 May 2013</b>
<b>3</b>	<b>Pc Zones IT Services Pvt Ltd. Belapur.</b> <ul style="list-style-type: none"> <li>• Installed and checked hardware and software applications.</li> <li>• Managed all laptops, desktops and printers across a variety of company departments.</li> <li>• Resolved all documents problems in coordination with remedy and help desk teams.</li> <li>• Solved customer issues and provided training/instruction to users with regard to new products.</li> <li>• Controlled power supply and supply of equipment (availability and accessibility).</li> </ul>	<b>January 2011 –January 2012</b>

### **PERSONAL INFORMATION:-**

**Father's name** : Mr. Prakash Vishnu Gandhi  
**Date of Birth** : 03<sup>rd</sup> Feb 1991  
**Gender** : Male.  
**Nationality** : Indian.  
**Marital Status** : Single  
**Language** : Marathi, Hindi, English.  
**Address** : Regency Park , Room No. 410  
Wing-B, Sector: 05, Nr- Utasav Chowk  
Kharghar. Navi Mumbai – 410210.  
**Self Assessment** : Hard worker, sincere, persistence.

(Vivek .P.Gandhi)