**RESUME**

**Name** : HARDIK RAMESHBHAI GAJJAR

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**Address**  : 1703, Bavalio Khancho,

Dhal ni Pole,

Astodia,

Ahmadabad - 380001

**Gender** : Male

**Nationality**: Indian

**Date of Birth**: 6 Jun 1981

EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **SESION** | **MEDIUM** | **Division** | **Remarks** |
| 2001 | T.Y B COM | GUJARATI | Second | Completed |
| 1998 | H.S.C | GUJARATI | Second | Completed |
| 1996 | S.S.C | GUJARATI | Second | Completed |

* I am completed my diploma from Pepilon Institue

SUBJECT Completed from IIHT : A+(Hardware),N+(Networking).

JOB EXPERIENCE

* I was worked as Hardware & network Engg. From 3 Yrs Dhruv Computers.
* I was worked with Mbytes ITFM Service Pvt. Ltd

Job place: In Kunvarji Finstock Pvt Ltd. as Hardware, Networking Administrator from 3 Year.

* I am working with Kunvarji finstock pvt Ltd.as Hardware, Networking Administrator For Two year.

**Job Responsibilities:**

* Configuring and Updating of Antivirus Software on servers & clients.
* Server management includes Mail Management, Log Maintenance, and User Management etc.
* Vendor management and follow up for different products.
* Maintain asset management.

**Knowledge Of Computer :**

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Computer Assembling, Fault Finding, Trouble Shooting, O/S Level Installation, (DOS, Windows 95,98

Windows 2003 Professional ,windows 2003 server , windows 2003 server, windows Xp Proffesional,Home Edition Etc.)

All Type Of Application Software Installation ( Ms Office-97,2000,Office xp,Ie5,Ie6 , Tally ,Winzip,Photoshop,Coraldraw Etc.)

Internet And Network Device Installation **(ETHERNETCARD, HUB,SWITCH,MODEM )**

Peer To Peer And Client Based Cofigured,add protocols , Climping RJ45 And Punching

Penal Etc. Printer Server Installation.

Printer Reparing and servicing All Dot Matrix printer , Deskjet Printer.And Lazerjet Printer Models.

**Kunvarji Finstock Pvt Ltd - DESIGNATION - IT Network Engineer**

**From 2008 to 2012**

* Our company large customer so all customer contact over network just Example

VPN, Dialup, ISDN, VSAT, Leased Line,

* Handling customer Phone and solution by phone line and Desktop computers.
* Handling Desktop problems - Hardware , software ,network and Voice recording system

UPS maintenance.

* Other Vendor Management , Inventory Management, Purchase Of Hardware And Software, Perform Daily As Well As Weekly Backups Installation And Upgradation Of

Anti Virus Software .

* Installation of Switches & Hubs, Other LAN devices.
* Configured outlook Express and Microsoft outlook all company user**.**
* Responsible For Anti-Virus , Installation, Upgradation and virus attacks.

**Arihant Capital Market Ltd - DESIGNATION - IT Network EDP MANAGER**

**Since Year :2012 to Till Now:2020**

* Work Profile:
  + Installation, Configuration of Share Treding Software.
  + Manage Server & Client Connectivity.
  + Manage Lease Line and VSAT Connectivity.
  + Given Remotely Technical Support to clients.
  + Checking Network Connectivity between branch to branch of lease line setup.
  + Maintain the servers with latest service patches and updates from the internet.
  + Maintain Antivirus software with latest virus definition and patches.
  + Maintaining, Troubleshooting & monitoring round the clock Internet services from our ISP.
  + Maintaining, Troubleshooting & Monitoring of Odin connectivity from high end HP, IBM Servers located at Ahmedabad via Lease line & VSAT.
  + Updating Odin file & patches file in branches, Franchise and at Clients Locations.
  + Working on Microsoft outlook, configure Ms Outlook 97, 2000, 2003
  + Basic knowledge of manageable & unmanaged Cisco switches and router maintenance

**AT PRESENT POSITION**

## BKSHAHTRADEX LLP

* Work Profile:
  + Installation, Configuration of Share Treding Software.
  + Manage Server & Client Connectivity.
  + Manage Lease Line and VSAT Connectivity.
  + Given Remotely Technical Support to clients.

## **Nism Module 8 Cleared.**

**Reason For Changing The Present Job :** For Better Prospects.

Your faithfully,

**Hardik R. Gajjar.**