**RESUME**

**Rajesh Munshi M.**

Hudco Society,

Behind, Sainath Temple, Near,lilasha wadi ,

Veraval -362265 Mobile: - +91 9662039031

Dist: - (Gir) Somnath. Email :-munsirajesh526@gmail.com

**CAREER OBJECTIVE:-**

Looking for challenges in a **Technical field**, which will make best use of my skills and also further my growth.

**EDUCATION:-**

* GOVERNMENT POLYTECHNIC-RAJKOT

**ACADEMIC PROFILE:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/university** | **Year** | **Result** |
| Diploma(EC) | GTU | Aug.2011 –May 2014 | 6.7/10 |
| S.S.C | G.S.E.B | March-2011 | 77.5% |

**WORK DETAILS:-**

Company Name :- SATCOM InfoTech pvt ltd. (January 2015 To January 2016 )

Designation :- IT Engineer

Company Name :- progressive InfoTech pvt ltd. (January 2016 To Till Date)

Designation :- Desktop Engineer

Client :- Zydus cadila ltd.

**COMPUTER SKILLS:-**

* Network Operating System            : Windows Server 2008/2012
* Application & Software Known    : MS-Office XP/ 2003 /2007/2010
* Desktop Operating Systems          : Win-XP, Windows 7 , Windows 8 and Windows 10.
* Mail Software's : MS Outlook and Mozilla Thunderbird
* Server Backups : Symantec Backup and cobian backup
* Server Operating Systems : Server2003, Server2008,Server2012
* Hardware Exposure                    : Install network and share printer.
* SAP basic knowledge : Printer settings installation

**JOB RESPONSBLITY :- .**

* Helpdesk Management
* Vendor co-ordination
* Check all Servers and Storage Status
* File and Folder Access on Server
* Backup job execution for listed backup jobs
* Restoration job execution for listed restoration jobs
* Antivirus Definition update and verified in all Servers
* Antivirus Definition update and verified in all Clients
* To maintain cleanliness & maintenance of Server room
* To configure new desktop and laptop
* Monitoring network at site
* User access management for QC Application
* Implement the IT SOPs

**INTERPERSONAL SKILLS:-**

* Ability to rapidly build relationship and trust.
* Positive outlook with focused approach.
* Determined to learn with a practical approach
* Hardworking.
* Confident and determined.
* Good problem solving skill.
* Excellent communication skill.
* Able to handle the pressure situations.
* Able to work in a Team and individual

**PERSONAL DETAILS:-**

Marital status and sex:-Single, Male

Date Of birth : - 22 April 1995

Languages :- Gujarati, Hindi and English

Father’s name :-Madhusudan m munshi

Nationality :-Indian

Hobbies :- Travelling, hearing music, playing chess, innovative ideas

**DECLARATION :-**

I Consider Myself Familiar With **IT Field** .I Am Also Confident Of My Ability To Work In A Team .I Hereby Declare That The Above Information Provided By Me Is True To Best Of My Knowledge Request To You Give Me A Chance For Join Your Company. I can try my level best performance to satisfy you.

**Place:-AHMEDABAD Yours faithfully**

**Rajesh Munshi.**