

YUVRAJ DUTTA

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09 Jan 1997

Dhanbad, Jharkhand



OBJECTIVE

To secure a challenging position where I can effectively contribute my skills, possessing competent technical skills thus sharing my success with the organization by setting new standards of excellence.

PROFILE

Graduated with 3 years of experience in Hardware & Network Support Engineer.

MS WORD, MS ADVANCE EXCEL, MS POWERPOINT, MS OUTLOOK, Hardware & Networking.

Love to learning new new technologies.

WORK EXPERIENCE

Dec, 2018-Nov, 2019 to Oct, 2021

Worked as an Worked as Hardware and Network Engineer.

Nov, 2021-May, 2022

Worked as Coordinator in Dr. Lal Path Labs (Kolkata).

EDUCATION

ADCA

Tally ERP

Advance Excel

B.com (Hon)

DUTIES AND RESPONSIBILITIES

Assembling & disassembling of computers.

Installing, maintaining & troubleshooting different operating system.

Installing, maintaining different hardware devices.

Troubleshooting various network & hardware problems.

Managing & troubleshooting local Printer & network printer.

Troubleshooting of Network Desktops.

Backup and Restore System state Data.

Installation, configuration and troubleshooting of operating systems

Configuring and troubleshooting of mail clients (MS Outlook)

Installation, Configuration of Network Printer & Local Printers.

Installing internet data cards and configuring Wi-Fi

Skills

Able to work independently as well as in teams

Knowledge in computer

equipments maintenance and operations

Project management skills

Flexible and adaptable to change

Strong organizational skills

Excellent leadership and communication skills

Detail oriented

Ability to multi-task and prioritize

Excellent written and oral skills

Analytical and problem-solving skills

Languages

English

Professional

Hindi

Professional

Bangla

Native

Strength

Teamwork, Responsibility, Adaptable, Creative, Optimist, Dedicated, Analytical, Detail Oriented.

Technical Skills

Excellent troubleshooting skills in complex software and hardware problems
Trouble- shooting of personal computers
on line support to customers connecting their computer problems.

Configuring and troubleshooting desktops, laptops and servers.

Computer assembling and maintenance . Troubleshooting hardware and software problems.

Installing and configuring the peripherals components and drives.
Installing software and application to user standards.

Installing configuring administrating software application.

Virus protection and eradication.
Backup management, Reporting and Recovery.