



**ANKUR SHARMA**

**TCCLA Certification**

**TIC CIU Certified**

C/o |Anchit Homes |Plot No 77 | Sector 22|

Kamothe(Khandeshwar) Navi Mumbai 410209

Mb. 91-8898612085 and 8169944198 (Mumbai) 91-7051063006(Jammu)

Email: [saiankur\\_ram@yahoo.co.in](mailto:saiankur_ram@yahoo.co.in)

[true.ankur84@gmail.com](mailto:true.ankur84@gmail.com) (primary)

**Targeting an Entry-Level or Experience Opportunity.**

<b>Job Objective</b>	Strive to work with prestigious organization/Employer in an innovative and challenging environment while being flexible. Seeking a classical opportunity to serve in your esteemed organization and prove myself worthy in the uplift of the organization.
----------------------	--

Qualification Exam	Board/ University	Year	% Obtain
Bachelor of Commerce	Shridhar University, Pilani (Rajasthan)	2013	60.2
Diploma ITES-BPO	DOEACC, Jammu University	2007	75.0
Diploma Computer Application	Amazon Info Tech, Jammu	2007	75.0
XII	JKBOSE	2005	41.0
X	JKBOSE	2000	52.0

<b>Training Details</b>	<ol style="list-style-type: none"><li>1. Successfully Completed training at <b>Amazon Information Technology of One Year Computer Application Diploma</b></li><li>2. Successfully completed three months training in <b>RHCE</b> at <b>Network Nuts, New Delhi</b></li><li>3. Successfully completed one week Training in <b>Bash Shell Scripting</b> at <b>Network Nuts, New Delhi</b></li></ol>
-------------------------	---

<b>TECHNICAL SKILLS</b>	<ol style="list-style-type: none"><li>1. <b>Operating System</b> : Redhat Enterprise Linux</li><li>2. <b>Protocols</b> : TCP/IP, POP3, IMAP, SMTP....</li><li>3. <b>Security/Firewalls</b> : IPTables, Packet Filtering and NAT , SQUID</li><li>4. <b>Mail Servers</b> : Send mail, Postfix</li><li>5. <b>Web Servers</b> : Apache Web Server</li><li>6. <b>Servers</b> : SAMBA , NFS &amp; NIS , FTP , HTTP</li><li>7. <b>Kernel</b> : Kernel Parameter configuration</li><li>8. <b>Shell</b> : Shell Scripting</li><li>9. <b>User Administration</b>: Managing Users ,setting users polices</li><li>10. <b>Storage</b> : ISCSI Storage</li></ol>
-------------------------	--

<b>Personal Profile</b>	<p>Father's name : Late Sh.Jagdish Raj</p> <p>Date of Birth : 2<sup>nd</sup> Apr, 1984</p> <p>Nationality : Indian</p> <p>Gender : Male</p> <p>Language : Hindi, English</p> <p>Marital status : Single</p> <p>Hobbies : Computer</p> <p>Permanent Address : 1/113 Indra Vihar Old Janipur(Back Side Amba Theater) Pin Code- 180007 (J&amp;K)</p> <p>Passport Number : N7229804(Indian)</p>
-------------------------	---

<b>CERTIFICATION</b>	<ul style="list-style-type: none"><li>• <b>Red Hat Certified Engineer (RHCE) on Enterprise Linux (6.0)</b></li><li>• Certification No :- 140-032-830</li></ul> <p><b>Technology Incubation Center CIU TIC CIU Certified Linux Associate</b></p>
----------------------	---

**Experiences****Vertex Customer Management India Private Limited (Mar 2017 to October 2017)**

Rupa Soliatire 8<sup>th</sup> Floor Sector 1 Millenium Buisnes Park, Ghansoli, N. Mumbai-400710

**Business Associate (Customer Mail Unit)**

- ☐ Conduct of the smooth daily activities at work place.
- ☐ Ensuring all e-mails must be replied as per the process and to solve customer query.
- ☐ To be task and quality oriented
- ☐ Insure smooth running of work as per requirement.
- ☐ Prepare Daily Record of E-mail replied.
- ☐ Maintaining cleanliness at work place.

**Aptara Corp (Formerly Techbooks International Pvt Ltd) (May 2014 to Aug 2015)**

A-37 Sec 60 Noida (UP) 201301

**Control Room Executive (Admin Assistant).**

- ☐ Conduct of the smooth internal daily activities in the company.
- ☐ Accounting of Telephone\one Bills of all the lines that are used in the company
- ☐ Maintenance of all the audit files
- ☐ Insure smooth running of the Vendors
- ☐ Prepare Monthly MIS of Medicines

**Falcon Technologies International (Ras-Al-Khaima-Dubai) (Feb 2013-Feb 2014)**

Headquarters and Plant P.O. Box 31017 RAS AL KHAIMAH United Arab Emirates

**Tel: +971 7 2446943**

**Quality Control Executive (Admin Assistant).**

- ☐ Conduct of the smooth internal daily activities in the company.
- ☐ Conducting the quality check of the product of company.
- ☐ Ensuring all stock is in good condition.
- ☐ Prepare Daily MIS of Product
- ☐ Cleans and organize stocks in area of assignment and secures product at all times
- ☐ Maintaining cleanliness inside the working Area.

**KASHMIR DISTELLRIES PVT LTD. (July 2012 to Feb 2013)**

Bari Brahmana SIDCO Industrial Area, Jammu (India) **Stores**

**Incharge Cum Record Keeper Cum Admin Assistant.**

- ☐ Ensuring all stock is in good condition.
- ☐ Cleans and organize stocks in area of assignment and secures product at all times
- ☐ Processing of inward transaction and outward transactions documents to the authorities.
- ☐ Maintaining cleanliness inside the store Area.
- ☐ Weekly checking and monitoring of High Value Item.
- ☐ Monitoring that all stocks are available to serve the production needs.
- ☐ Refilling and arranging all products according to its category to be visible.
- ☐ Product expiry monitoring system and processing of Inventory Management
- ☐ Preparing of Daily Stock Reports and other important files to the Head Office and Manager.

**AIR FORCE SCHOOL****(July 2009 to March 2011)**

Air Force Station, Satwari Cantonment, Jammu

**Office Clerk**

- Ensures correct and complete information of School Staff & Students together with Statement of Account.
- ☐ Data encoding of all miscellaneous activities and other expenses used by the school every day.
- ☐ Responsible for Assisting Principal for new day to day activities of school.
- ☐ Ensure all quality standards are compiled with rules and regulation.
- ☐ Responsible for preparation of School Time Table, Class Time Table, Staff Time Table.
- ☐ Ensure cleanliness, hygiene and ambience for all areas in school.
- ☐ Responsible for supervision of Group D Staff for the proper maintenance of school garden area and others facilities.
- ☐ Co-ordinate with the Executive director of School for the day to day appraisals.
- ☐ Oversee and manage the School records and files of Departments.

**NOTE:** - I affirm that the particulars given above are true with my best knowledge.

**Place:** Mumbai**Dated:****Ankur Sharma**