

CURRICULUM VITAE

PANKAJ KUMAR

CORRESPONDENCE ADDRESS: -

H. NO. – 40, G- BLOCK RAJENDRA PARK

NEAR PUNJAB NATIONAL BANK

GURUGRAM –122001

PERMANENTE ADDRESS:-

S/o SH. ROHITASHWA SHARMA

VILL: -JAT BEHROR

DISTT- ALWAR

RAJASTHAN- 301714

CONTACT NO: - +91-9999897298

E-MAIL:- sharma_pankaj_2007@yahoo.co.in

CAREER OBJECTIVES

Looking for a challenging position in a reputed organization with a view to use my wide experience for the benefit of the organization. I wish to be a part of an organization, in which I can work and extract my skills and abilities to my highest potential in a challenging environment to contribute towards organizational goals.

ACADEMIC QUALIFICATION:

- *10th Passed Board of Secondary Education Rajasthan, Ajmer*
- *12th Passed Board of Secondary Education Rajasthan, Ajmer*
- *BCA From VINAYAKA MISSIONS UNIVERSITY, TAMILNADU*

PROFESSIONAL QUALIFICATION

- Having 6th Month Computer Application Diploma from BIS Institute of Education, Gurugram.
- Having 1 year Diploma in Hardware repair and Maintenance & Networking Engineering From BIS Institute of Education, Gurugram.

PROFESSIONAL WORK EXPERIENCE:

Previous Job Profile:

- Worked in **Blue Bells Model School, Gurugram** As a **Computer Technical Support** from 14-April- 2006 to 8th –July - 2010.

Handling Points:-

- Hardware Maintenance and Networking Solutions
- Creating Server Installation 2000, 2003
- Wifi Router Configure / LAN
- Networks Troubleshoot
- Installation Software
- Lab Maintenance

Current Job Profile:-

- Worked As a **System Administrator in SWISS COTTAGE SCHOOL**, Salahpur-Bijwasan, New Delhi-61 (Opp. Sector-23 Palam Vihar, Gurugram) Since 13th July-2010 to Till Date....

Handling Points:-

- School Website update and Student Portal Update
- English Language Lab Training.
- Extramarks.com for the Student used & Teachers Used Smart Class Board
- Edunexttechnology.com (Software for Students Portal).
- Maintain Computer Lab
- CCTV Camera Install (IP Camera / Analogue Camera/ NVR/DVR Handling etc.

Modules in ERP Software:-

(i) Admission Management (ii) Alumni Dashboard (iii) Examination Management
(iv) Fee Management (v) Home Work /Assignment (vi) Inspections & Observations
(vii) Inventory Management (viii) Lesson Planning (ix) Library Management (x) MIS Report
School Configuration (xi) Staff Attendance (xii) Staff Information (xiii) Student Attendance
(xiv) Student Health Management (xv) Student Information System
(xvi) Substitution Management (xvii) Teacher Dashboard (xviii) Transport Management
(xix) User Management (xx) Visitor Management

INTERNET: -

- E-mail ID creation, receiving & sending mails, downloading the software & drivers etc.
- Local Area Networking
- Server Networking Training
- MCSC Coaching Training
- Wifi Router Configure
- Camera install (IP & Analog)
- Website update
- Designing for Report card & Banner & Hooding & invitation card

HARDWARE SKILLS SET: -

- Assembling of P-I, II, III, IV, Dual Core, Core² Duo, i-3, i-5, i-7 (Types of Computers etc).
- Adding and Configuring new hardware's VIZ. IDE HARD DISKS, SATA HARD DISK, SATA DVD WRITER FLOPPY DISK DRIVE, CD WRITER, DVD WRITER, VGA CARD, SOUND CARD, GRAPHICS CARD, NETWORK CARD, SCANNER, PRINTER, WEB CAM, LED PROJECTOR, LCD AND ETC. (INTERNET & EXTERNAL), USB DEVICES AND ETC.
- Troubleshooting problems regarding networks and hardware fault.
- Internet installation, Modem Configure, Router Configure
- Virus cleaning
- Desktop, Laptop and Server Maintenance and etc.

Declaration:-

I hereby declare that all the information provided in this application is factual and correct to the best of my knowledge and belief.

Place : Gurugram

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