**RESUME**

## Name : Gaurav Dwivedi

**Age : 27 Years Date Of Birth : 11,Mar, 1987**

**Address For Communication**

542/10/18, Brahamnagar, New Haiderganj Campwell Road, Balaganj Chauraha, Chowk Lucknow-226003

State-Uttar Pardesh Country- India

## Phone/Mobile : +919005802941(Self), +919935773190 (Father) E-Mail : [gauravuppcl@live.in](mailto:gauravuppcl@live.in)

* **Career Objective**

Seeking a challenging position as a data analyst with utilizing superb analytical skills to help the business realize its continuing and short term goals. I want to be a successful person in my life with leadership qualities and to be honest toward myself with hardworking skill.

# Experience Summary

* + Over 4 years of publishing experience in Microsoft Windows Platform.
  + Good technical skills & troubleshooting skills with Excellent communication and customer management skills.
  + Supporting Of Computer Software & Networking, Configuration of Printers, Scanners through remotely.
  + Complete knowledge H.P Heavy & Light Printer Inhalation & Troubleshooting of Operating system and Hardware devices.

# Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| **Passing**  **Year** | **Qualification** | **Specialisation/ Subjects** | **School / College /**  **University / Institute** |
| 2011-2014 | Graduation | English, Economics | Kanpur University |
| 2004-2005 | Intermediate | English, Hindi, Geography,  Economics, History | Army School |
| 2002-2003 | High School | English, Hindi, Science, Math, History | Army School |
| 2000-2003 | Computer Diploma | MS Office Package, HTML, And Basic Knowledge, Windows® (2000 & 2003 Server), Windows® (9X,  ME, 2000 Professional, XP, Vista) | ***ASCII (2001-2003),*** Mumbai  (Advance School of Computers Information  India) |

* **Job Title History**

|  |  |  |
| --- | --- | --- |
| **Designation** | **Company** | **Period** |
| Computer Operator | UP Power Corporation Ltd. | May 2011 to onwards |
| System Assistant | EBC Publishing Pvt. Ltd. | June, 2007 to Dec, 2010. |
| Associate Technical Engineer | S.K. Electronic & Projects | Dec, 2005 to March, 2007. |

* **Responsibilities**
  + Conducted analysis of the data collected and assured compliance with the company’s standards.
  + Verified accuracy of data analysis and coordinated with the branch office.
  + Initiated recommendations for the upgrades of solutions used in the company.
  + Assisted the senior analyst in completing the reports in order to be accomplished before the deadline.
  + Compiled all data and documentations and filed them accordingly for future reference.

# Computer Skills

**Server :** Windows® (2000 & 2003 Server)

**Client :** Windows® (9X, ME, 2000 Professional, XP, Vista)

**: 1.** MS Office (2000, XP, 2003, 2007)

**Applications**

**2.** Net meeting, Internet, Antivirus, Firewall, VM Ware, Lotus Notes.

# Technical Knowledge

* + Assembling of PC.
  + Installation & Troubleshooting of Software’s & Hardware Devices.
  + Configuration of Domain & Workgroup.
  + Installation & Configuration of Router, Switch, Modem.
  + Installation & Configuration of Wireless Access Point, Bluetooth.

# Extra Activities

* + Won awards in Inter School Events.
  + Take Participation in Inter School Events.
  + Take Participations in Essay Writhing Events.

## PERSONAL DETAILS

Father’s Name : Mr. Anand Dwivedi Mother’s Name : Mrs. Geeta Dwivedi Sex : Male

Nationality : Indian

Marital Status : Married Language Known : English, Hindi Computer Typing : English, Hindi

* **DECLARAT ION**

I, **GAURAV DWIVEDI** , hereby declare that the above furnished information is authentic to the best of my knowledge.

## Date: / / 2014

**Place: Lucknow (GAURAV DWIVEDI)**