



About Me

I am a person with positive frame of mind and determination that helps me to achive my goal. The acquired knowledge and skills provide me an edge to be a competent person for my job.



PROFILE

- 👉 Able to coordinate multiple projects and meet the deadlines under pressure.
- 👉 Enthusiastic, creative and wiling to take increased responsibility.
- 👉 Unique ability to adapt quickly to challenges and changing environments.
- 👉 Presentable and proffesional in both appearance and manner.



Technical Skills

Adobe Photoshop

70%

Adobe Photoshop

70%

Adobe Premier-Pro

80%

Illustrator

55%

HTML

95%

CSS

90%

JavaScript/JQuery

80%

WordPress

90%



Work Experience

Network Engineer / RED FM - Siliguri



Nov 2017 - Current

- ✎ As a network engineer my role is to administer and troubleshoot routers, switches, firewalls, and other networking devices & Ensure high availability and performance of LAN networks.
 - ✎ Coordinates with vendors for time to time maintenance of the technical equipment for smooth functionality.
-

Support Engineer / Educomp Solutions Pvt. Ltd.- Siliguri



Mar 2013 - Nov 2017

- ✎ My job was to coordinate with the school authority and provide timely and effective technical solution/assistance to teachers/end-users, addressing hardware and software issues with a focus on first-call resolution.
 - ✎ Provide hands-on training to teachers so that they could use the applications smoothly.
-

Salon Manager / Lakme Salon-Siliguri



May 2011 - Mar 2013

- ✎ I used to supervise and lead a team of salon staff, including hairstylists, Beauticians, receptionists & monitor and control salon inventory, including beauty products, equipment, and retail items.
 - ✎ I was involved in budgeting, sales and marketing & generating regular reports to identify and improve performance.
-

SmartClass Coordinator / Educomp Solutions Pvt. Ltd.- Siliguri



Feb 2010 - May 2011

- ✎ As a smartclass coordinator I was assigned in one school, there I used to work closely with teachers and school administrators to ensure smooth functionality.
- ✎ Provide training sessions for educators on how to effectively use smart classroom tools and integrate them into their teaching methods.
- ✎ Offer technical support to teachers, addressing any issues with smart classroom equipment or software. Collaborate with teachers to select and curate digital content and multimedia resources suitable for smart classroom use.

- 👉 Facilitate the creation of interactive and engaging digital content that aligns with the curriculum.
 - 👉 Conduct routine checks and maintenance of smart classroom equipment to ensure optimal functionality. Track & report the usage of smart classroom technologies and gather feedback from teachers.
-

Traffic Scheduler / South Asia FM Ltd. (RED FM) - Siliguri

📅 Sep 2008 - Feb 2010

- 👉 Planning On Ground & On Air event and schedule accordingly.
 - 👉 Taking care of bills & other invoices & deliver it through courier in given timeline.
 - 👉 Taking care of Station Revenue reports & other reports.
 - 👉 Maintaining target sheet and giving update to sales persons.
 - 👉 Taking care of commercial spots (Advertisement).
 - 👉 Building good relation with clients for betterment for the company.
-



Education

Sikkim Manipal University

📅 2011

Master of Computer Application

Jharkhand University

📅 2006

Bachelor of Science (Information Technology)

Jharkhand Senior Secondary School Examination Board

📅 2003

Intermediate of Science (ISc)

Bihar Secondary School Examination Board

📅 2003

10th Board

Languages

English

Hindi

Bangla

Nepali

Contact Me



chandan.gupta.slg@gmail.com



Saraswati Rice Mill
Compound,
2n Mile, Sevoke Road, Siliguri-
734001.



+91 97752 75935