Sindhe Naresh Kumar Rao

Sunanu7@gmail.com

91-7760646752

Professional Summary

Certified in ITIL V3 with 4.2 Years of Experience in Asset Management & Vendor Management.

Education

Bachelor of Technology
Stream: Information Technology
University: JNT UNIVERSITY, Anantapur

Certification

ITIL V3 Certified

Technical Skills

Operating System: Windows 2000/XP

Professional Experience:

Designation: TEAM LEAD-Asset Management Services

Company: Wells Fargo India Pvt Ltd

Duration: January 2018 – February 2019

Working in Wells Fargo India Private Limited as a Contractor basis and my Pay role company is RCS Technology.

Project #3

Project: Asset Management Services
Client: Wells Fargo India Pvt Ltd

Description:
Maintaining Asset Management Tool called as "AMS' Tool. Uploading PO's in to AMS tool, updating the Assets data like Cisco IP Phones, HP Thin clients, Dell Laptops, Monitors & Servers

Roles & Responsibilities

1) *Updating the Asset data like PO#, Invoice#, Total value(USD & INR)*
2) *Vendor follow-up's for arrival of New Shipments*
3) *Doing Physical Verification for all Assets like Cisco IP Phones, HP Thin clients, Dell Laptops*
4) *Printing Barcode labels to the Assets.*
5) *Maintaining the TRACKER for New Shipments.*
6) *Maintaining the records like Repair/Replacement and demo Assets.*
7) *Maintaining the ZONE to ZONE transfer Assets data in AMS tool.*
8) *Maintaining the Disposal/Scrap Asset data.*
9) *Initiating recovery amount to employees for Lost Assets.*
10) *Maintaining Lost Assets report and posting the same to Finance team for recovery.*
11) *Updating the Status for Lost Assets in AMS tool.*
12) *Maintain IT Store inventory on monthly basis to avoid discrepancy.*
13) *Monitoring the hardware tickets raised by the end users in ITSM Suite(Service Now) tool.*
14) *Closing the incident tickets within the SLA.*

15) Create, Maintain and Update information and accuracy in the asset repositories.

Professional Experience:

Designation: IT Asset Management Executive

Company: NetApp India Private Limited

Duration: May 2014 – June 2017

Working in NetApp India Private Limited as a Contractor basis and my Pay role company is RCS Technology.

Project #2
Project: IT Asset Management Services
Client: NetApp India Pvt Ltd

Description:
This project is all about the RCS Traxx Software Tool. That is Maintaining and Updating the IT Assets and Engineering Support Assets Details in Traxx Tool.

IT Assets – Laptops, Desktops and IP Phones.
Engineering Support Assets – Servers, Filers, Disk Shelfs, Ethernet, Fiber Channel Switches and Console Switches.

Roles & Responsibilities

1) Updating the Asset details in Traxx Tool.
2) Maintaining the IT Store Inventory.
3) Printing the Asset Labels
4) Updating the Employee details such as Employee name, Designation, Department, Location & Employee type in Traxx Tool.
5) Maintaining the Asset Report Up-to-Date.
6) Monitor asset movement between locations.

Personal Details
Name : Sindhe Naresh kumar Rao
Father's Name : Late Sindhe Narasimha Rao
Date of Birth : 12/03/1985

DECLARATION:
I hereby confirm that the above information is true to the best of my knowledge.

YOURS TRULY

Place:
Date: (SINDHE NARESH KUMAR RAO)