## **CURRICULUM VITAE**

**Career Goals**

-To seek a challenging and career oriented job, which enables me to update with the emerging latest New Technology and provides scope for widening the spectrum of my knowledge.

-My career aspirations revolve around job satisfaction, responsibilities and to an extent on the remuneration offered to me.

-Ambitious, positive attitude, hard working and fast on-the-job learning are my strengths.

With my technical and communication skills

**Personal Informmation**

Name : **Cardoz Kejitan Salvador.**

Address : Sarfraj Khan Chawl, Room No.5, 4th Road, Golibar, Santacruz (E),

Mumbai – 400 055.

Tel. No. : **9923015382 / 9987396478**(Mob.)

E-Mail Id : **kejitan.cardoz@gmail.com**

Date of Birth : 1st June 1980

Marital Status : Unmarried

Hobbies : Reading, Listening Music, Social Work, Learning new things.

Languages Known : English, Marathi, Hindi, Konkani. (Well-versed)

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| **Education Qualification** |

-HSC from Kolhapur Divisional Board ( **Second Class**)

-SSC from Kolhapur Divisional Board ( **Second Class**)

**Professional Qualification**

-B.E. from Dnyaneshwar Vidyapeeth Pune (**Second Class**)

-Diploma in computer Hardware & Networking 1 year- Jetking Infotrain Limited, Mumbai

**Technical Skills**

Attening the Users Calls On Phone

Register the calls on IT Helpdesk Software Till Call Closure

Provide The resolution to call related to Software, Hardware, Application like outlook

Co-ordination with IT Vendor Management For Laptops, desktop for warranty management, repair service till call closure

Co-ordination with other application support team for Oracle, Java Issue

Taking back up and recovery for user data with dhruva software

Document management for assign laptop, desktop with users

Asset management for hardware like server, router, jio dongle etc

Hands On Experience Ms- outlook, Ms-office 2010, Office 2013, office 365 for installation, maintenance

Hands on Exprience in JDA Category Management software, Oracle Toad Software installation, Sql software Installation, Nielsen Software Installation

Hands On Experience in Installation of TCP IP/ Network Printer setting for Users

Hands On Experience Wifi Setting, lan setting, Phone Wifi Setting

Hands on Experience in setting up Video Confference with HO Users, web Whatsup, Web Skype, My Instasafe software, VPN Setting

Pshysical Setting of Cisco Router, Switch Configuration For Voice, Data & phone

Installation Of Wifi Driver, Lan Driver, Display Driver on User Laptop, Desktop

Configuration Of New Desktop, Laptops, Installation Of Software

Resolve Call By Taking VNC Viewer Application

Co-ordination with IT Team, IT Head and Other Teams

Sharing Map Network Drive for different Department for Auditors Team and Other TeamsAttening the Users Calls On Phone

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**Professional Experience**

**Company Name: CMS IT SERVICES LTD.**

**Client Site: SIDBI BANK (Mumbai)**

**Designation: Senior Customer Support Engineer**

**Duration: 16th July, 2019 to till date**

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**Client Site: Aditya Birla Retail Limited Ltd. (Mumbai)**

**Designation: Desktopp Support Eengineer**

**Duration: 1st Aug, 2018 to 30th June, 2019**

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**Company Name: Vayam Info Solution Pvt Ltd. (New Delhi)**

**Client Site: Employee State Insurance Corporation Hospital (Mumbai)**

**Designation: Desktop Support Engineer L1**

**Duration: 25th Oct 2014 to 30th June, 2018**

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**Company Name: Technoplus Systems (Mumbai)**

**Designation : Trainee Customer Support Engineer**

**Duration : 12th Sept. 2005 to 20th Sept. 2006**

**Company Name: Tata Infomedia Ltd.**

**Designation : Data Entry Supervisor**

**Duration : 1st Feb.2003 to 18th Feb. 2004**

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**Cape East Ltd. (Doha, Qatar)**

**Client Site : Ras Gas Petrolieum Company Ltd. (Raslaffan Ind. City Ltd.) Al Khor**

**Designation : PTW Clerk / PTW Coordinator**

**Duration: 1st March, 2010 to 25th Sept. 2014**

• all personnel who operate and use the P.T.W. system are competent to do so

• the planning, issue and return of permits is properly co-ordinated

• a secure method of electrical and process/mechanical isolations is implemented

• adequate time is allowed during shift changes to ensure effective transfer of information on out standing permits

• the system is regularly monitored to ensure that the P.T.W system is implemented effectively

•Take the permit of appropriate location and get signed by authorized personel like issuing authority and area operator

• explain the job scope to your crew member

•conduct the tool box talk meeting to your crew member

•attendance get duely signed by your crew member

•at the end of the day confirmed the job is done by your crew member

If job is completed then get the permit signed by area operator and issuing authority

• if job is not completed then put the permit for revalidation

•if permit is for confined space entry then attach the confined space entry certificate with the permit and check either all person who going to enter in confined space is have training for the same.

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**Date:**

**Place:**  **(Cardoz Kejitan Salvador)**