

# RESUME

**Siddiq Mujawar**

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## OBJECTIVE

Looking for a challenging career in the network and IT domain that demands the best of my professional ability, enhances my technical and analytical skill, and allow me to contribute the organizational growth.

### Certification & Training: -

Cisco Certified Network Associate (CCNA) Training:- 2024-2025

- Proficient in networking fundamentals including IP addressing, Subnetting, routing and switching.
- Hands-on experience with Cisco routers and switches, VLANs, OSPF, EIGRP and network security.
- Knowledge of TCP/IP, LAN/WAN technologies and troubleshooting network issues.

### COMPUTER SKILL :-

- Networking skills
- Routing and switching (Cisco IOS)
- Network Troubleshooting
- VLAN Configuration
- IP addressing and Subnetting
- Telnet/SSH Configuration
- Network security basics
- Knowledge of TCP/IP, DNS, DHCP and VPN
- SercureCRT, Putty

### General

- Proficient in MS Office (Word, Excel, PowerPoint)
- Basic knowledge of software and hardware troubleshooting.

## Current Experience

Organization	:	KnovaOne
Designation	:	Associate
Duration	:	Sep 1, 2024, to till date
Working Place	:	Pune
Role	:	TRAKAmerica
Responsibilities	:	

- Provided essential administrative support to ensure the smooth operation of legal process including case management, document handling and filing.
- Handled sensitive legal information with discretion, always maintaining confidentiality and professionalism.
- Assisted attorneys and paralegals by preparing documents, managing calenders and scheduling meetings.

## Experience

**Organization** : **ADECCO INDIA PVT LTD**  
**Designation** : **DHL EXPRESS:- Retail Sales Executive**  
**Duration** : **Sep 2019, to June 2020**  
**Working Place** : **Pune**  
**Responsibilities** :

- Providing end to end resolution for complaints/Request.
- Handling escalations effectively both from internal and external clients.
- Ensuring complete documentation and verification before processing by the operations team.
- Showcasing my problem-solving skills and ability to manage high pressure situation.

## EDUCATION:

**2018-19 : Adarsh Senior College Omerga**

- **Bachelor of Commerce**
- **BAMU University.**
- **55%**

**2015-16 : Shivaji College, Omerga**

- **H.S.C**
- **Latur Divisional Board Maharashtra**
- **65%**

**2013-14 : SMBV, Omerga**

- **S.S.C**
- **Latur Divisional Board Maharashtra**
- **63%**

➤ **Ability to work in a team.**

**STRENGTH** ➤ **Learning new concepts**

➤ **Courageous enough to tackle a challenge.**

## PERSONAL PROFILE

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**DOB** : **May 5, 1998**  
**Father's Name** : **Latif Mujawar**  
**Address** : **Shivshankar, Arnav Park Society, Handewadi Road, Hadapsar, Pune-28**  
**Languages Known** : **English, Hindi & Marathi**  
**Personal Skills** : **Interested in Learning new concepts, Networking, committed at Work, Determined, Passionate for excellence.**

Date: -

Place:

[Siddiq Mujawar]