# RESUME

LALIT. PANDURANG. AHIRE

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**Mobile** -9552715558

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| **Career Objective:** |

Realistic, ambitious , enthusiastic with good & effective communication skill and humble qualities looking for a good position with an opportunity for better prospective growth, to achieve a position in the IT field offering challenges, responsibility & advance opportunities while utilizing my knowledge of Desktop Level Computer Application / Hardware & Networking Related Issues.

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| **Summary:** |

Around Eleven + years of experience in the IT field of Computer Hardware and networking including administration, configuration, Software Installation and maintenance of Desktop Computers / Laptops .

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| **Professional Profile:** |

***Employer*** : **Shri. Tradco Deesan (P) Ltd**.

***Location*** : Dhule.

***Title*** : EDP Manager*. Cum Sales Incharge****.***

***Date of Employment*** : June 2013 to Till Date.

**Role and Responsibility:**

* Responsible for Maintaining Daily User data and Tally Data Backup, as well as maintainance and troubleshooting of Server and 30 Nos. Desktop’s
* Efficient to solve any Hardware related problems.
* Installation and managing LAN , WAN network
* Making MIS Reports, Daily Stock Reports, Dispatch Reports, and Making new excel formats as per company requirements.
* Sales related all Works making of RG1, Making Bills, Taking Care of Parties Orders. Handling all the Customers related to Sales Dept.
* Installation and maintenance of the all types Operating Systems.
* Assembling of all types of Computers.
* Efficient to solve any Hardware related problems.
* Anti Virus, Patches, Backup and recovery.
* Hardware & Software trouble shooting
* Configure the BSNL / MTNL ADSL Modems

***Employer*** : **LXMI COMPUTER SERVICES.**

***Location*** :Dhule.

***Title*** : Desktop Support Engineer.

***Date of Employment*** : April 2012 to June 2013.

### Role and Responsibility:

* Responsible for assembling, maintainance and troubleshooting of Desktop’s
* Responsible for installation of OS, application softwares, and other third party softwares.
* Installation and managing LAN.

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| **Educational Qualification:** |

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| Name Of Course | Board / University | Year | Grad / Percentage |
| H.S.C. | Nasik | 2010 | 60.17% |
| S.S.C. | Nasik | 2008 | 69.53% |

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| **Professional Qualification:** |

* I have completed course

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| * A+ | Hardware installation, Troubleshooting |
| * N+ | Network Administrator |
| * Win 7 | Windows Ultimate |
| * CCNA | Cisco Router configuration |
| * Server2008 R2 | Active Diretry |

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| **Computer Proficiency:** |

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| * Application Software:- | :- | **MS Office 2007,Adobe PageMaker** | |
| * Technical      * Operating System |  | **I have knowledge of**  **\*** PC Assembling, Maintenance and Troubleshooting including Core Family Also.  **\*** LAN Connection, troubleshooting, Maintenance’ TCP/IP  **\*** Installing, upgrading Of All Windows Operating Systems  **\*** Desktop Management  **\*** Maintaining Systems  **\*** Create Users and Groups  **\*** Installing Applications  **\*** Data Backup And Restore  **\*** DNS, Active Directory and Roles, Terminal Service  **\*** Basic Configuration Of Cisco Router  **\*** Wifi Connection  **\*** InternetOperating    **Windows- XP / Server 2008/Exchange Server/Win 8 /Win 7** |

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| **Work Profile:** |

**Hardware (A+) and Networking (N+):-**

* Assembling and Maintenance of PCs.
* Hardware/Software Installation and configuration.
* Hardware/Software Troubleshooting skills.
* All types of Hard Drive Backup and Recovery of Data.
* Network planning & Troubleshooting skills
* Managing files and Printer Sharing.
* Knowledge of Network devices such as Cables, NIC, Hub, Switch and Router.
* Knowledge of Make system Drive Image (Ghost Image)

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| **Personal Information:** |

* **Name :** Lalit Pandurang Ahire
* **Date Of Birth :** 12-10-1992
* **Nationality :** Indian
* **Marital Status :** Unmarried
* **Languages :** English,Hindi,Marathi
* **Hobbies**   **:** Reading, Communication.
* **Notice Period** : 15 Days
* **Reference** : Will be provided on Request .
* **Permanent Address :** Raskar Nagar Chitoad Road,

Tal. &Dist.- Dhule.

Pin code -424001

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| **Personal Strength :** |

* Hardworking, Motivated & Fast Learner.

Yours Faithfully

**(Lalit Pandurang Ahire)**