**RESUME**

**TAHSILDAR SINGH**

E-mail – [tahsilsingh@gmail.com](mailto:tahsilsingh@gmail.com)

Mob – 9893686752

**CAREER OBJECTIVE**

To Work in a challenging environment where my knowledge, to find a challenging position to meet my Capabilities ,Skills and education .I am a dynamic and self-motivated young pursuing graduate having keen interest to work with in **IT SECTOR**.

**EDUCATIONAL QUALIFICATION**

* Graduation from Punjab technical university Delhi in 2012.
* 12th with Commerce form Madhya Pradesh (MP) Board in 2006.
* 10th with Science From Madhya Pradesh (MP) Board in 2004.

**COMPUTER SKILLS**

* Proficient in Microsoft Office (MS Word, MS Excel & Power Point) & Internet etc.Advance Diploma in Computer Application.Hardwere and software, troubleshooting and assembling with Networking

**PROFESSIONAL QUALIFICATION**

* Command knowledge of Internet, Browser – Internet Explorer & Opera.
* Knowledge of English Typing ,40 word/minute.
* Command knowledge of Trouble –shooting in Desktop Computer.

**EXTRA CURRICULUM**

* Work in hardware and software, troubleshooting and assembling with hard working.
* Installing and configuring networks & maintenance of LAN/WAN
* System setup, configuration, maintenance, and performance monitoring of PC’s.
* Coordinating with vendors to troubleshoot hardware or software problems like hard disk failure, motherboard problems, disk drives and CD drives failure or any hardware problems.

**SOFT SKILLS**

* Having good communication skill and possessing command over the Hindi, English Languages.
* Customer relationship, Problem-solving skill, Ability to learn and work with team.

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**SYSTEM ADMINISTRATION**

* Windows 2000/2003,winXP
* IT work flow coordination.
* Install and configure network printer and other hardware devices like PCs.
* Evaluate on acquisition and implementation of products like PC’s, monitors and printers.

**PERSONAL DETAILS**

Date of Birth : 25th June 1987

Father’s Name : Shri Rambadal Singh

Marital Status : Single

Passport No : P6819221

Hobbies : Reading News Paper and listening to old music.

Present Address : Q.No.-7/49 Ward no 12 Double story kotma

Colliery Anuppur (MP)

**EXPERIENCE**

* **Two Year** Experience in **Coal India** **SECL** as a Boom Barrier operators (GPS) J&K Area.

**DATE :-**

**PLACE :-** (TAHSILDAR SINGH)