

**Sameer Shrikant Gandhe**

Mobile: +919757303460 | [sameersgandhe@gmail.com](mailto:sameersgandhe@gmail.com)

**Address:**

Building no.1, Flat no. 102  
A.C.C Kins CHS Limited  
Opp Dnyansadhna College  
Mental Hospital Road  
Thane (West) - 400604

**Roles:**

- Office Clerk
- Desktop Engineer trainee
- Table Tennis Coach

**Technical Skills:**

- MS Office 2007/2010
- DTP
- MS-CIT
- Tally
- Hardware Networking
- MCITP
- CCNA
- Linux
- Security (Hardware Networking)

**Certification:**

- MS -CIT
- CCNA (Aptech Computers Institute certified)
- MCITP (Aptech Computers Insitutue certified)

**Qualification:**

- Pursuing BA (Public Administration) through correspondence from Indira Gandhi Open University
- 12<sup>th</sup> Pass
- SSC

**KEY SKILLS****Hardware Skills:**

- Good knowledge of installation of operating system, device driver and software.
- Well versed with assembling and troubling shooting

**Networking Skills:**

- Knowledge of installation of peer to peer, server client
- Creation of Domain, DNS (Domain Name Service) and DHCP (Dynamic Host Configuration Protocol) Server
- Knowledge of user creation, security and trouble in LAN

**CCNA Skill:**

- Router Configuration (static routing, dynamic routing)
- VLAN Configuration

**Others:**

- Knowledge of filing and data entry
- Typing speed of 25 – 30 words per minute
- Worked as a table tennis coach at Officer's Club in Thane East.

## **PROJECTS**

### **Elca Laboratories | Thane | India**

**Jan 15, 2019 – Mar 28, 2019**

*Role – Office Clerk*

- Handling documents
- Filing
- Handling signatures for client documents and papers

### **Indira Institute of Business Management | Navi-Mumbai | India**

**June 1, 2012 – July 2, 2012**

*Role – Desktop Engineer Trainee*

- Installation of operating system
- Installation of software, antivirus, web camera
- Change settings of pop ups

### **Thakur College | Mumbai | India**

**February 1, 2012 – March 3, 2012**

*Role – Desktop Engineer Trainee*

- Worked as a trainee desktop engineer for CMAT examination
- Installation of operating system
- Installation of software, antivirus and web camera
- Change settings of pop ups

### **Gunebo Stilage | Thane | India**

**June 1, 2007 – June 9, 2007**

*Role – Desktop Engineer Trainee*

- Worked as a trainee engineer
- Installation of operating system, softwares, antivirus and device driver
- Installation of printer, scanner

### **Officer's Club | Thane | India**

**May 2004 – March 2012**

*Role – Table Tennis Coach*

- Worked as a table tennis coach for beginners (age group: 6 – 15 years)

## **COURSES**

**Aptech Computers | Thane | India**

**June 2011 – July 2013**

- Basic Hardware Networking course
- MCITP (Aptech certified)
- CCNA (Aptech certified)
- Hardware Networking security

**IT Source | Thane | India**

**June 2006 – January 2007**

- Basic Hardware Networking course

Hardware:

- Installation of operating system, device drivers, antivirus, printers and scanners

Networking:

- Installation of DNS (Domain Name Server), active directory and DHCP (Dynamic Host Configuration Protocol)
- Map network drive
- Netmeeting

**Maharashtra Institute of Computer Technology (MICT) |  
Thane | India**

**June 2004 – July 2005**

- MS Office
- DTP
- MS -CIT
- Tally

## **EDUCATIONAL QUALIFICATIONS**

- **Indira Gandhi Open University | Mumbai | India** **June 2013 -Present**  
Currently pursuing Bachelor of Arts (Public Administration)
  - **Indira Gandhi Open University | Mumbai | India** **June 2012 – Dec 2012**  
12<sup>th</sup>
  - **Sau. A.K Joshi English Medium School |** **October 2003**  
**Thane | India**
- 

## **EXTRACURRICULARS**

- Played for quarter finals at table tennis tournament at Mulund Gymkhana organized by Maharashtra State
- Winner of table tennis tournament held by Rotaract Club of Thane