

**RESUME OF AMINDRA BAIS**  
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## **CAREER OBJECTIVE**

To make a professional growth oriented career with an organization where my technical knowledge, analytical power & enthusiasm can be utilized in line with organizational objectives. To become best in network supports and to enhance leadership skills in the domain of IT Administration.

## **EDUCATIONAL QUALIFICATIONS**

- ❖ 2000-2003 Bachelors of Commerce (B. Com.) from Devi Ahilya Vishwavidyalaya, Indore.
- ❖ 2000-2001 ADCAP (Advance Diploma in Computer Application and Programming) from A Nice Graphics, Indore.
- ❖ 2001-2002 Diploma in Hardware and Networking from Jetking Infotrain Ltd., Indore.
- ❖ 2006-2007 CCNA (Cisco Certified Network Associate) from Karrox Technologies Ltd., Indore.
- ❖ 2008-2010 PGDCA (Post Graduate Diploma in Computer Application) from Rajiv Gandhi Computer Saksharta Mission, Bhopal.
- ❖ 2009 RHCE Certified (REDHAT CERTIFIED ENGINEER) from Karrox Technologies Ltd., Indore.
- ❖ 2009 MCSE Certified (MICROSOFT CERTIFIED PROFESSIONAL) from Karrox Technologies Ltd., Indore.
- ❖ 2010 OCP (ORACLE CERTIFIED PROFESSIONAL) from Universal Informatics, Indore.
- ❖ 2012-2014 Master of Business Administrator in Marketing & IT from Rani Durgavati Vishwavidyalaya

## **TECHNICAL PROFICIENCY**

- ❖ C, C++, Visual Basic, FoxPro, Java
- ❖ DATABASE ADMINISTRATION
- ❖ Microsoft SQL Server.
- ❖ Oracle Client-Server Connectivity Only.

## **EMPLOYMENT HISTORY**

- ❖ Aug 2006 to till Date as Administrator Officer & Networking Administrator & Lab Incharge at Shri RGP Gujarati Professional Institute, Indore (M.P).
- ❖ Nov 2005 to Aug 2006 as Customer Support Engineer at M/s Karnawat Infotechs and Infosystem, Indore.
- ❖ Oct 2004 to Nov 2005 as Network Administrator at M/s Vin.net Technologies, Indore.
- ❖ Jun 2000 to Oct 2004 As System Administrator at M/s Vin.net Computers and Cyber Café, Indore.

## **EXPERIENCE HIGHLIGHTS**

- ❖ Taking classes of Network Communications, Basic, PC Software, Unix, Information Technology, Vb.Net..
- ❖ Knowledge of handling DAVV website for institute.
- ❖ Knowledge of handling MP-ONLINE portal for institute
- ❖ Knowledge of Admission & Counseling Process.
- ❖ Handling MP HIGHER EDUCATION portal for institute.
- ❖ Knowledge of procedural formalities for AICTE (All India Council for Technical Education) and DTE (Directorate of Technical Education).
- ❖ Member of Anti-Ragging Committee.
- ❖ Member of Discipline Committee.
- ❖ Experience of various online examination such as MPPSC, VYAPAM, PROFESSIONAL EDUCATIONAL BOARD, BANK, RAILWAY, CA/CPT.
- ❖ Experience of form forwarding for BBA, BCA, MBA Examination.
- ❖ Experience of all DAVV Examination.
- ❖ Assembled & Integrated Systems within the Lab.
- ❖ Installed Operating Systems and Basic Software's.
- ❖ Installed, Configured and handled troubleshooting of drivers.
- ❖ Maintained & handled troubleshooting of Primary Level of PC calls.
- ❖ Managed and marinated Network of College by Monitoring Tools.
- ❖ Installed, maintained & handled troubleshooting of Structured Cabling & Networking devices including switches, hubs, Patch Panels, Racks, face plates, Hardware Firewall etc.
- ❖ Installed, maintained & handled troubleshooting of NOS primarily on all Versions of Windows Based Networks. Comprehensive Support for User Management and Security on all Microsoft Versions of NOS.
- ❖ Taught hardware, networking, basic Computer Language.
- ❖ Provided all Level support for Junior engineers for Desktop Machines, Printers & Servers.
- ❖ Managed all customer calls with proper maintenance schedules.
- ❖ Followed in-depth norms of CRM for services.
- ❖ Installed, Maintained ISDN and LAN to WAN Routers.
- ❖ Installed and Maintained Multihomed PCs to serve for routing requirements of LAN environments.
- ❖ Installed, Maintained & Administered Mails Servers running at various client locations, primarily on Microsoft Exchange Server & LINUX Based Squirrel Mail.
- ❖ Vendor Coordinated and Managed for client.

## **CAPABILITIES INCLUDES :**

- ❖ Incumbent Can
  - ❖ Configure CISCO 2500 series routers. Take
  - ❖ backup of IOS image & configuration file.
  - ❖ Recover password for 2500 series routers & Cisco L2,2950.
  - ❖ Analyze and understand basic data communication and networking concepts.
  - ❖ Maintain the functionality of LAN devices such as hubs, switches and routers.
  - ❖ Implement a Local Area Network by appropriate deployment of the above LAN devices.
  - ❖ Maintain the functionality of WAN devices such as modems and router.

- ❖ Also has thorough understanding of routing concepts.
- ❖ Understanding of RIP, EIGRP, OSPF etc. routing protocols.
- ❖ Knowledge of latest technologies ( VLAN)
- ❖ Knowledge of active directory, remote connectivity, managing maintaining user accounts.
- ❖ Sound knowledge of VPN Connectivity

## **PERSONALITY TRAITS**

- ❖ To me success is not just hard work but team work.
- ❖ Possess the right blend of passion & technical skills.
- ❖ Love to take responsibilities & meet challenges.
- ❖ Expert organizer a depth at organizing function.
- ❖ Loyalty, honesty and punctuality.

## **PERSONAL INFORMATION**

Father's Name : Mr. Narendra Bais

Date of birth : 29th Sep 1980

Marital Status : Married

## **REFERENCES:**

- ❖ Dr. Alok Mittal  
Director, IIMR (Indore Institute of Management & Research)  
9424082064, alokmittal64@rediffmail.com
- ❖ Dr. Shefali Tiwari  
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Place: Indore

Amindra Bais