

## **Resume**

**Name : Aniket M Gaikwad.**

**Address : 85,Parvati Gaon Near Bank Of Maharashtra Pune -9**

**E Mail-ID : aniketg959@gmail.com**

**Mobile No : 9527147771**

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➤ **CAREER OBJECTIVE :**

Looking for an opportunity to work with Challenging and Growth oriented job that will exploit my skills and also help me to serve the Company to the best of my potentials as a permanent employee.

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➤ **EDUCATIONAL QUALIFICATIONS :-**

Exam Passed	Board / University	Year of Passing	Percentage	Grade
SSC	Pune	2009-2010	65.00%	A
HSC	Pune	2012-2013	52.00%	B
B.C.A	Pune	Appeared		A

• **COMPUTER SKILL**

- **C,C++,JAVA,HTML, VISUAL BASIC,.NET**
- **ORACAL 10g,SQL DATA BASE.**
- Well acknowledged with Microsoft Office Tools like **Word, Excel and Power Point.**

• **PREVIOUS EXPERIENCE: - Work Exp.1 year 5 Months.(14-October TO Till Date)**

1) **Organization : Pethkar Motors,Pvt.Ltd(Dealer Mitsubishi & Chevrolet)**  
**Designation : EDP Assistance**

• **JOB Responsibilities :-**

- Administration and management of windows servers upgrade software, microsoft exchange setup and maintenance, check daily backup.
- Administration and management of windows workstations: install/update software, support and help-desk for users, troubleshooting, routine checks, monitor software installations, report illegal software use/installations.
- Plan network extension: office network to be extended into additional offices. Arrange Cabling , work out specifications, get quotations from store manager, supervise installation of hardware, software installations and workstation setup.
- Arrange repairs of malfunctioning hardware with supplier(s).
- Arrange purchase of new equipment through established suppliers.
- Follow procedures and routines for purchasing equipment and software: request

quotations, get written approval, sign delivery note, check delivery, report discrepancies,

- Approve invoices before payment.
- Keep inventory of hardware and software up-to-date. Monitor software licenses status and ensure compliance with license agreements. Responsible that no unlicensed software is in use.
- Training: train new users in the basics of the system: windows, email, intranet , ms office ,in-house applications DMS(dealer management system-Sales, service &Parts).
- Upgrade software: check out available upgrades of software in use. Always look out for ways to increase productivity, pre-select, evaluate and propose to management for purchase.
- System maintenance keep and update a logbook of system maintenance routines, Frequent faults, along with solutions to problems.
- Coordinate support for accounting software.
- Fill the requirement of stationary, printer cartridge and all consumable.
- Monthly backup of Tally Server in External Hard Drives.
- Installing new system, upgradation of systems in various department.
- Securities like Anti Virus, Internet Security and responsible for firewall etc.
- Firewall Filtration, Authority Assigning to the users.
- Managing wireless & Wired Network Like Wifi Router, Switches and Cabling ,Fct terminals, Epebx.
- Manage Admin Consol like Create ,Delete ,Edit Mail ID of Users.

• **PERSONAL DETAILS :-**

- Name in full : Aniket Manohar Gaikwad.
- Date of Birth : 16<sup>th</sup> March 1995
- Nationality : Indian.
- Gender : Male,
- Marital Status : Unmarried.
- Permanent Address : 85 Parvati Gaon, Near Bank Of Maharashtra  
Dist – Pune.411009

Language Known : English, Hindi, Marathi.

➤ **Hobbies :**

- Swimming ,Bike riding, Adventure.
- Play Cricket And Listening Musics.

"I hereby declare that all information furnished in this application is true and complete."

**Aniket Gaikwad**