

RESUME

POBAN DAS

- **The Assam Kaziranga University (2015–2020)**
Bachelor in Information Technology - **CGPA: 7.12**
- **Reliance College Golaghat (2015–2017)**
Assam Higher Secondary(12TH) - Percent: 60%

Permanent Address:

Lobanghat , PO: Kanaighat

Golaghat-785699,

Assam

Email : pobandas33@gmail.com

Phone : 7002499816,8723877253

LinkedIn: Poban Das

Objective:

Computer Science graduate and IT trainee at Numaligarh Refinery Ltd. (Nov 2024 to Nov 2025), passionate about software and hardware applications and system administration. Experienced with windows standardized software, with strong problem-solving and adaptability skills. And would like to use my capabilities in the best possible way for achieving organization's objectives and thereby developing my own career in the process.

Academic / Professional Qualification:

- ❖ I have completed my Bachelor in Information Technology from The Assam Kaziranga University (2017-2020), Jorhat with a CGPA of 7.12.
- ❖ Passed 12th Standard in Science Stream from Reliance College (2015-2017), Golaghat with a percentage of 60%.
- ❖ HSLC under SEBA board from ST Mary's Higher Secondary School (2015), Golaghat with a percentage 81%.

Profile Experience:

1. IT Trainee with 1 year of experience in the field of IT Infrastructure, Networking, Operations & System Administration. Amid our learning tenure with the ITFM (Information Technology Facility Management), we gained valuable bits of knowledge into the operational framework, workflows, and responsibilities carried out by the department. &
2. Information Enabler — Tata Consultancy Services (TCS) of 1 Year Exp.

Work Experience:

Worked as an Information Enabler in Tata Consultancy Service, Kolkata from May 2022 to April 2023.

Work Profile:

- Facilitated smooth information flow between internal teams by managing data, documents, and project-related updates.
- Supported analysis and organization of business information to help teams make timely and accurate decisions.

- Assisted in maintaining and updating internal databases, ensuring data accuracy and adherence to company standards.
- Coordinated with cross-functional teams to track project progress, gather requirements, and share relevant information.
- Prepared reports, summaries, and documentation that improved communication and operational efficiency.
- Ensured compliance with organizational guidelines related to information security and data handling.

Worked as an IT Support Engineer trainee in Numaligarh Refinery Ltd, Golaghat from November 2024 to November 2025.

Work Profile:

Detailed Responsibilities & Contributions:

- **End-User Technical Support:**
Delivered timely and effective technical assistance to employees across various departments by diagnosing and resolving hardware, software, network, and login issues. Ensured minimum downtime and smooth functioning of user systems.
- **IT Asset Standardization & Deployment:**
Assisted in evaluating, preparing, and deploying new IT assets in compliance with NRL's IT policies. Ensured each device met organizational standards related to security, software configuration, and performance.
- **Application & Connectivity Configuration:**
Configured and troubleshooted critical enterprise tools such as **Microsoft Outlook**, **SAP**, and **VPN** to ensure seamless access for users. Supported data backup and recovery processes, guaranteeing the safety and integrity of user information.
- **Operating System Installation & Maintenance:**
Installed and configured **Windows operating systems**, performed system updates, and conducted routine checks to maintain system stability and security.
- **Hardware Assembly & Troubleshooting:**
Assembled desktop PCs, replaced faulty components, and performed hardware diagnostics. Handled system upgrades, antivirus installation, and troubleshooting of peripheral devices such as printers, scanners, and network equipment.
- **Network & Domain Environment Experience:**
Worked within a secure enterprise **intra-domain network**, managing domain join activities, user access permissions, network connectivity issues, and ensuring compliance with internal IT security standards.
- **Documentation & Reporting:**
Maintained records of support tickets, asset deployment, and troubleshooting activities. Prepared reports to assist the IT team in monitoring recurring issues and improving support processes.

Technical skills:

Knowledge about computer hardware and software

Language: HTML, CSS, C/C++, Python, C#, JavaScript, MS SQL.

Experience with different Windows OS (07, 08, 8.1, 10 and 11) and different MS Office tools.

Projects:

Industrial Training / Internship

-Numaligarh Refinery Limited (NRL)

-June – July 2019

- Completed a structured summer internship focused on ERP systems and networking fundamentals.
- Gained hands-on exposure to enterprise resource planning workflows used within large industrial organizations.
- Observed and learned about network infrastructure, including domain environments, network configuration, and basic troubleshooting.
- Developed a foundational understanding of IT operations and industrial-level system management within a refinery environment.

Employee Leave Management System (Demo Project)

Tools & Technologies: ASP.NET (C#), MS SQL Server

Organization: Numaligarh Refinery Limited (NRL), 2025

Project Overview:

Developed a distributed Employee Leave Management System designed to manage and streamline employee information, leave applications, approvals, and status tracking within an organization. The system ensures accurate record-keeping and efficient workflow for employees and administrators.

Key Contributions:

- Designed and developed the web interface using ASP.NET, ensuring a user-friendly and responsive layout for employees and HR personnel.
- Implemented backend business logic in C#, including user authentication, leave request processing, approval workflow, and data validation.
- Created and optimized MS SQL Server database structures (tables, stored procedures, queries) to securely store employee personal details, leave records, and status updates.
- Integrated front-end and backend components to enable seamless data flow and reliable system performance.
- Ensured data security, role-based access control, and proper handling of organizational leave policies through system logic.

Personal Details:

Name - Poban Das

Father's Name - Diganta Kr Das

Date of Birth - 04-09-1998

Nationality - Indian

Language Known - English, Hindi, Assamese

Sex - Male

Soft Skills - Critical Thinking, Problem-Solving, Time management, Teamwork, Adaptability, Communication.

Declaration:

I hereby declare that the above written particulars are correct to the best of my knowledge & belief.

Date:

Name: - **Poban Das**