

CV

Rahul Kumar

Mob. No: 9576313155

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CAREER OBJECTIVE

- ❖ To work with a professional managed company with hard working and ambitious approach in order to provide efficiency & productivity.
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TOTAL EXPERIENCE

- ❖ I have 3 years of experience in prototex fire and security solution as Consultant-System Administration .

RESPONSIBILITIES:-

- Managing IT Operations Asset management, IT Operation's. Implementing IT Initiatives to support business and IT
- Inventory Asset Planning and management.
- Management of IT Assets lifecycle. Ensure 100% utilization of assets.
- Maintaining strict quality control procedures based on ITIL Standards.
- Responsible for the coordination's with HR Team for hiring new joiner's email id creation and exit user's email id suspending from G Suite Account.
- Managing all IT services with focus on continuous service improvement, improvement of user experience & reeducating user effort to resolve the IT issues.
- Works on Honeywell & CP-Plus DVR and CCTV cameras to enable physical security in branch sites.
- Managing Internal and External relationships with Vendors / Suppliers to maximize value to the business. Handling IT infra projects.
- Coordination with user's for resolving reported Laptop's Hardware and Software issue's and help in resolving the problem within SLA.
- Responsibility for preparing backup laptops, desktops with OS requirement's and allocation.
- Was the active member in implementation of out of warranty (Old Asset's) with IT Ewaste Vendor upto 100% Profitable for further Organization Growth.
- Knowledge of all IT Asset Management into Hardware Asset Management, Ewaste & Disposal Management.
- Attending mail communication and reply user as per their query and requirement for asset issue's with proper guidance.
- Coordination with user's for requirement of asset request with providing proper guidance and tracking through ServiceNow Ticketing system till resolution of request raised.
- Prepare report of not working asset's (Laptop & Desktop) share detail's store manager with problem remark with having in asset for further decommission process.

- Coordinating with Service Engineer to get asset re-imaged and ready as per standard confirmation for allocation.
- Allocation of assets to new joinee in organization as project requirement.
- Receiving last day exit user asset in IT Stock as per condition status during submission and report to respective manager for future exit clearance.
- Coordination with Transport and Courier Vendor for arranging IT Asset delivery to WFH user's.
- Inward of Procure assets and asset id creation in IT ASM Database for allocation.
- Creating Gatepass request for internal asset movement as per location to other location.
- Logging request of warranty asset's with vendor and get tested for future repair completion.

QUALIFICATION

Qualifying Exam	Year	University/Board
SSC	2009	Bihar School Examination Board
HSC	2011	Bihar School Examination Board
B.sc	2020	BRABU Bihar University

STRENGTH

- I have strong willingness to learn i.e. I am always eager to learn and imbibe new skills, which can be utilized by an organization as per their need.

PERSONAL DETAILS

Name : Rahul Kumar
 Date of Birth : 05-03-1993
 Mother's Name : Lalita Devi
 Contact No. : 9576313155
 Languages Known : Hindi, English

DECLARATION

- I hereby declare that the information furnished above is correct to the best of my knowledge.

Date :

(Rahul Kumar)

