

Prasad GarjeContact No: - **9146105300**E-mail: - **Prasadgarjepro@gmail.com****Present Address: -**Mahalunge Gaon ,
Near Balewadi Stadium,Pune 411041.**CAREER OBJECTIVE: -**

Seeking a career that is challenging and interesting, & lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

EDUCATIONAL QUALIFICATION:-

Qualification	Board/University	Year	Percentage
Bsc comp	Marathwada university	2017	56.20
12th	Marathwada university	2013	45.50
10th	Marathwada university	2011	55.20

TECHNICAL PROFICIENCY :-

- ❖ Microsoft Office, Internet Browsing, Networking, VM-Ware Et
- ❖ **Operating systems:** Windows XP, 7, 8,10 And Windows Server 2016
- ❖ **Worked on:** MS Outlook .2007, 2010, 2013 and 2016.
- ❖ Diagnose & All hardware software's of Desktops, Laptops, Server, POS (Point of Sale) Machine (Billing Counter), Barcode Printer, Network Printer, Wireless Devices and Diagnose and Troubleshooting.
- ❖ Installing, Configuring, Managing and Troubleshooting of Wired and Wireless Networks.
- ❖ Proxy Server, Domain, DNS, DHCP, Network Security Protocols Configuration.
- ❖ Knowledge of Remote Desktop connections, Web Server.
- ❖ Make use of Helpdesk & Store Support Team Systems to prioritize work-load and update queries and calls..

WORKING EXPERIENCE:-

Currently Working. National Institute Of virology for Raygain Technology Payroll Client (PUNE),May2019– Up till now as Desktop Support

Job Responsibility:

- ❖ Responsible for Desktop, POS Machine, Plutus, Inventory Scanners, Access Points, Switches and Server and its peripheral's calls assigned with strict adherence to SLA norms.
- ❖ Responsible for assistance in Server and Network related tasks and incidents.
- ❖ Responsible for managing third party or vendor calls, and ensuring the closure of tickets within the SLA norms.
- ❖ Knowledge of Remote Desktop connections, Web Server.

- ❖ Diagnose & All hardware software's of Desktops, Laptops, Server, POS (Point of Sale) Machine (Billing Counter), Barcode Printer, Network Printer, Wireless Devices and Diagnose and troubleshooting.
- ❖ Creation of Hotlines Numbers for Organization etc.
- ❖ Documented and Maintained.

Job Responsibility:

- ❖ OS installation: - Win XP, 2003, 2008, Windows 7, 10 etc.
- ❖ Windows maintenance, upgrade & update the windows.
- ❖ Printer installation, Scanner configuration & troubleshooting.
- ❖ MS Office & Outlook configuration. ,Software Installations.
- ❖ Toner Refilling ,Printer cartridges Repairing, LAN Setup with Crimping.
- ❖ Antivirus update & virus protection.

INTERPERSONAL SKILLS: -

- ❖ Ability to rapidly build Relationship and trust.
- ❖ Confident and Determined and Quick Learner.
- ❖ Ability to cope up with different situations.

HOBBIES: -

- ❖ Learning new things.
- ❖ Listening Songs.
- ❖ New Technologies under Cloud Computing.

PERSONAL DEATAILS: -

- ❖ **Father Name** : - Prabhakar Garje
- ❖ **Permeant Address** : - Sunil Nagar , Mahalunge Pune 411045
- ❖ **Date of Birth** : - 24 July 1996
- ❖ **Language Known** : - English & Hindi & Marathi
- ❖ **Marital status** : - Single
- ❖ **Nationality/Religion** : - Indian

I do hereby declare that the above information is true to the best of my knowledge.

Place:

Date:

Your Faithfully,

Prasad Garje