

Career Objective:

To provide excellence in professional work through my skills, hard work and incuse effort and to prove myself a valuable asset for the company/organization while achieving personal growth in terms of skills as well as financial.

Functional Summary:

➤ **Presently Working at Bharat Broadband Network Limited (BBNL) as a Field Engineer (December 2020 Onwards)**

Responsibilities:

- Centralized monitoring of Element management system (EMS) and Network management system (NMS) for maximum utilization of operational sites and reduce down time of sites.
- Configuration of GPON equipment such as Optical line terminal (OLT's) and Optical network terminal (ONT's) at block level to provide Data, Voice and IPTV services.
- To inspection of all equipment's (OLT's) at block level and (ONT's) at gram panchayat level installed by various agencies.
- Fault reporting and rectification as first level maintenance for GPON equipment and fiber.
- To ensure liaising between BBNL, BSNL, L&T, ITI and State Govt bodies.
- Worked on Giga Byte Passive Optical Network (GPON)
- Smooth functioning of BSNL private connections and to resolve its Configuration related issue.

➤ **Worked as a IT Manager in Hexamed Technologies(India) Private Limited. (Sept 2019 to Nov 2020):**

- To design and deployment of new IT system and services.
- Monitor performance of IT systems to determine cost and productivity levels, and to make recommendations for improving the IT structure.
- Help define IT infrastructure strategy , architecture and processes.
- Assess vendors and develop test strategies for new hardware and software.
- Troubleshoot hardware and software related issues with the IT system.
- Installation and Upgradation of new software in the IT system.
- To lookafter smooth functioning of the softwares and external hardware components in the company.

➤ **Worked as a IT Incharge in National Development Foundation Organisation under European Union (EU) Project. (July 2018 to Sept 2019):**

Responsibilities:

- Plan ,organize , control and evaluate IT and electronic data operations.
- Ensure security of data, network access and backup systems.
- Maintain the softcopies Data records regarding the project on Ms Excel ,Ms Word and Powerpoint.
- Social Media Surveillance of the NDF Organisation regarding the EU Programme.
- Verify the data received from the field staff and update the MIS sheet and the social Media platforms of the organisation regularly .
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- My work responsibility was to monitor the field team and implementation of project activities on the ground level.
- To Consolidate and Computerise all the records of the EU programme and to prepare project narrative report on monthly basis..
- Making of Monthly workdone Reports of the field staff and their travel claims too.
- Documentation & Follow up of the work and data provided by the field staff.

➤ **Worked in ARM Associate Pvt Ltd (Vodafone Process) as a Network Admin (Jul 2017 to June 2018):**

Responsibilities:

- My major work responsibility is to smooth functioning of the network in the company.
- IP Allocation, port maintenance, Coordination with End server for various network related queries.
- Coordination/Managing team for smooth functioning of Network at ground level.
- Giving/arrange to give solution to any network problem to the active user customer linked with the company.
- Maintenance of Network Surveillance for the good connectivity of networks with the users.
- Sort out the Queries and issue regarding Network from the network setup team and end users.

Qualification Details :

- **B. Tech (Electronics and Communication):-Kurukshetra University, Kurukshetra, 2017**
- **Intermediate (Non Medical) :- Central Board of Secondary Education, 2013**
- **Matriculation (Science):- Central Board of Secondary Education, 2011**

Industrial Training :

- Networking & Operations (Vodafone....INDIA)
- GSM and Switching (Vodafone....INDIA)

PROJECTS :

- **Minor** - Microcontroller Based Bi-directional Visitor Counter.
- **Major** - Bluetooth Operated Robotic Car using Microcontroller.

Personal Details:

- Name : Rashak Munshi
- Father's Name : Sh. R.K Munshi
- Mother's Name : Smt. Meena Munshi
- Date of Birth : 06-12-1995
- Languages Known : Hindi, English & Kashmiri
- Marital Status : Single
- Permanent Address : G.O. Block A, Qtr 6A, Police Complex, Channi Himmat,
Jammu 180015

Strengths:

***Dedicated *Quick Learner *Honest *Team Player *Punctual *Disciplined**

Declaration:

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

RASHAK MUNSHI