

Abhishek Virdi

LTD. as a IT Coordinator in Project PUNJAB SEWA KENDRA (PSK) - Randstad India Pvt. Ltd

Jalandhar, Punjab

abhishekvirdi2_do9@indeedemail.com

9781001962

I desire to gain quality experience that add advantage of my degree in Computer Science. In addition, I am eager to contribute my creativity and hard work towards the success of your company and to the growth of the fast developing field.

Willing to relocate: Anywhere

Work Experience

LTD. as a IT Coordinator in Project PUNJAB SEWA KENDRA (PSK)

Randstad India Pvt. Ltd

August 2018 to Present

Under the client BLS Kendras PVT.

LTD. as a IT Coordinator in Project PUNJAB SEWA KENDRA (PSK)

IT Executive in Project PUNJAB SEWA KENDRA (PSK)

Randstad India Pvt. Ltd

December 2016 to July 2018

Under the client BLS E- SOLUTION

PVT. LTD. as a IT Executive in Project PUNJAB SEWA KENDRA (PSK)

Desktop Engineer

ADONE TECHNOLOGY PVT. LTD

March 2016 to December 2016

in project FCI DEPOT ONLINE SYSTEM (DOS)

Rôles & Responsabilités Détails • Work as IT Coordinator/Team leader of 12 Engineers & supervision of 190 offices (Sewa

Kendras) • Install and configure hardware equipment and software programs in windows/Linux platforms.

- Install and configure computer hardware operating systems, system and network administration.
- Provide technical support for all issues related to computer systems, application, services, software, and hardware via helpdesk system, telephone, and remote support tools.
- Coordinating and follow-up of via E-mail system, call & Remote tools.
- Coordinated with vendors and resolve IT & Non-IT issues.
- Prepare Daily activities reports & maintain inventory records.
- Maintenance of computer hardware & network, printers and Other IT components.
- Hardware Deployment & Configuration of (Handheld devices, Desktops, Printers, UPS, etc.)

Education

BCA
PTU
2017

Skills

MAINTENANCE (Less than 1 year), PRINTERS (Less than 1 year), CUSTOMER SERVICE (Less than 1 year), EXCEL (Less than 1 year), MS OFFICE (Less than 1 year)

Additional Information

Skills

- Complete knowledge of computer hardware technology and Networking.
- Skilled in installing, maintaining, and supporting IT equipment.
- Knowledge of MS Office Suite and printer setup and maintenance.
- Expert in troubleshooting PC's, Laptops, Printers & other IT peripherals.
- Ability to build custom computers and repair computer peripherals.
- Excellent diagnostic abilities on all platforms.
- Strong customer service and communication skills
- Working in MS Office (Excel, word, PowerPoint)