

SANDEEP

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CAREER OBJECTIVES:-

To work for an organization that offers me a challenging opportunity to utilize my skills, knowledge and initiative attitude for the development of the organization as well as mine.

Experience:-

Working as a IT Assistant at Ministry of labour and Employment under ESIC department from 22 june 2016 to till date.

Work Profile: -

- Hardware troubleshooting of Desktops / Laptops / Servers / Printers & other IT Equipments.
- Installation & Configuration of Windows / Linux and other software application installations.
- Manage & Maintain hardware & software inventory of organization.
- Configure & manage desktop /Laptop, Networks & Printers.
- Managing devices like LCD, projectors, UPSs, and Video conferencing equipments.
- Manage & maintain Local area network (LAN) & other networking equipments.
- Managing Annual Maintenance contracts, Call logging & follow-ups.
- Providing technical assistance and support related to computer system, software & hardware
- Creation of online IDs of employees
- website updation
- Making biometric attendance

EDUCATION QUALIFICATION:-

Degree	School/college/university	Year of Passing	Percentage
B.Tech (IT)	Manav Rachna College of Engineering	August-2012	61.14
12 th	T.I.T Sen. Sec. School Bhiwani	March-2007	62.8
10 th	Govt. High School,Leghan	March-2005	65.01

SUMMER INTERNSHIP PROJECT:-

Company	Duration	Title
Step Into Web Soft Pvt. Ltd.	6 weeks	Find Caliber Recruitmen
SOFTGEN Technologies	6 weeks	Hardware Networking

FINAL YEAR PROJECT:-

Company	Duration	Title
On campus	2 Month	SECURITY OF MOBIL AGENT

SKILL TEST:-

- Proficient in Microsoft Office
- Proficiency in the use windows platform (Window 7, XP)
- Subject knowledge of Computer Network, Principle of operating system
- Knowledge of CCNA
- ERP management

STRENGTH:-

- Learning ability
- Confidence and determination to my work
- Punctual , Hard Working

WEAKNESSES:-

- Space for improvement in communication skills

Achievement:-

- Gate qualified in year 2012 with GATE SCORE-261

EXTRA CURRICULAR:-

- Captain of Cricket team at school level.
- First prize in mixed double in badminton at ESIC Hospital level
- Second prize in double in badminton at ESIC hospital level

PERSONNEL DETAILS:-

- Father's Name - Sh. Umed Singh
- Date of birth - 16/04/1990
- Gender - Male
- Religion - Hindu
- Languages - English, Hindi

ADDRESS for Communication:-

- H.NO-607/2, Gali No-5,
- Ravi Nagar
- Sector-9
- Gurgaon(Haryana)-122001

DECLARATION:-

I hereby declare that the above given information are correct and true to the best of my knowledge.

PLACE: Gurgaon

DATE:

(SANDEEP)