

Curriculum Vitae

PRADEEP KUMAR

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+91-9213556789 (Alternate)

Career Objective

To obtain a challenging position where I can utilize my skills and contribute to my employer strategic interests, As well as to attain the status of a true professional.

Professional & Technical Skills

- Microsoft Office
- Letter Draft (Eng. Hindi)
- Client Services
- V + H Lookup in Excel
- Office Management
- Planning Skills
- Tracking info on Internet
- Communication
- Asset Management
- Mail Communication
- Mail Merge
- Petty Cash Handling
- Online Form Filing/Editing
- Management Skills

EMPLOYMENT SKILLS

- ✓ Provides administrative support by providing reception service, schedule appointment & meetings.
- ✓ Support the Department by performing all other duties as assigned by Department Head.
- ✓ Support the work of Department wise for procurement office equipment and supplies.
- ✓ Making travel arrangement and preparing office expense reports on weekly basis.
- ✓ Effectively developed telephone communication skills and consistently met quotas
- ✓ Dealing with mail enquires and taking minute of meetings in office staff.
- ✓ Support the administrative business function for Departments.
- ✓ Help to organize and conduct office events , as directed.
- ✓ Maintained all record-keeping procedures for Department.
- ✓ Maintain & ensure fleet organization and upkeep.

WORKING EXPERIENCE

Metropolitan Hotel New Delhi

Asst. IT Sys Administrator

Oct 2021 – Till date

- ✓ Manage Wifi Administration for Guest & Conference in Hotel Premises.
- ✓ Taking weekly backup of Tally data & System state, and do all types of print jobs.
- ✓ Able to work on multiple projects simultaneously.
- ✓ Co-ordination with Hotel staff & Vendor Management for smooth operation.
- ✓ Working as team member to get best results. In collaborative environment, including external vendors.
- ✓ Prepare the Daily Revenue Report from WINHMS on daily basis.
- ✓ Maintain accurate and complete IT Records & IT Asset Inventory in Hotel.
- ✓ Troubleshooting of User's computers problems in OS/Network/Hardware areas & DATA Backups.
- ✓ User Computer Data Backup on Monthly basis in to External HDD.

- ✓ Manage all type of files in office related to handicraft items export business.
- ✓ Maintains office records, billing as well like Performa invoice & Final invoice to buyers.
- ✓ Travelling intra states for getting information about shipment of export.
- ✓ Taking weekly backup of Tally data & System state, and do all types of print jobs.
- ✓ Able to work on multiple projects simultaneously.
- ✓ Co-ordination with Port staff & Shipping line for smooth operation.
- ✓ Working as team member to get best results. In collaborative environment, including external vendors.
- ✓ Prepare the MIS Report to the main Hub on daily/ weekly and monthly basis.
- ✓ Maintain accurate and complete records as they relate to control, performance and production.

- ✓ Managing mail server, creating new E-mail ID's for new joined employee.
- ✓ Managing & troubleshooting of MAC Laptop's, IPAD 2 with 3G Data Connectivity.
- ✓ Taking weekly backup of Tally Data & System state, and print jobs.
- ✓ Able to work on multiple projects at any one period of time.
- ✓ Diagnose hardware and software problems.
- ✓ Run and configure network cables, troubleshoot LAN connectivity issues,
- ✓ Install Windows XP, configure IP addresses, Network printers (HP M2727 MFP, 2600N,)
- ✓ Provide user's technical support through Team viewer.
- ✓ Order network & print supplies and computer parts as if needed for repair.
- ✓ Experience working in a team-oriented, collaborative environment, including external vendors.
- ✓ Troubleshooting of User's computers problems in OS/Network/Hardware areas & DATA Backups.
- ✓ Establish a client complaint record for tracking problems and solutions.
- ✓ Maintain accurate and complete records as they relate to control, performance and production.
- ✓ Ensure planned and efficient computer use. managing Wi Fi connection in office.

- ✓ Managing DNS and DHCP servers. Generate weekly reports for management.
- ✓ Managing Active Directory Services, Group and Domain policies.
- ✓ Perform daily troubleshooting of IT problems, Taking weekly backup of the systems, and print jobs.

The Remote Support Management System is aimed to Troubleshooting and Solve Computer Problems via log me in rescue. Take Remote Desktop of Infected machine to solve the problems. It was a complete system from GEEK SQUAD to final inspection of Remote Computer in, which had been located in USA. Provide technical support to over 800 stores across the U.S.




EDUCATIONAL QUALIFICATIONS

 B. Com (Pass) from Delhi University,	New Delhi	2001
 10+2 From CBSE Board New Delhi,	New Delhi	1997-1999
 One Year Diploma in Software from F-TEC New Delhi	New Delhi	1998
 Two Year Diploma (ADCHN) from JETKING South Ex.	New Delhi	2001-2002
 Completed training for MCSE + CCNA certification from IACM	Gurgaon	2007







STRENGTH AREAS

- Eager to learn the new concepts and can quickly absorb them.
- Have the fire burning inside to perform better, to excel in future.
- Being of understanding and co-operative nature, always at ease working in a team.
- Ability to work in team for getting fast results.

HOBBIES

-  Computers (Internet Surfing/Searching)
-  Photography
-  Traveling

PERSONAL DETAILS

 DOB	: 26 th February 1980.
 Father's Name	: Mr.Dharambir Singh
 Marital Status	: Married
 AADHAR	: 311566217752
 PAN Card	: AULPK68663A
 PCC Certificate	: Last Month Received From (DELHI POLICE)

Ref: Available if Required

Pla ce : New Delhi

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