

SaiKiran Raavi

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OBJECTIVE

To Work in a environment which provokes thoughts, induces innovative ideas and where scope of Learning and application of knowledge available simultaneously.

INFORMATION & SUMMARY

Name:	SaiKiran Raavi
Current Location:	Hyderabad
Preferred Location:	Bangalore/Hyderabad
Current Role:	Desktop Engineer

PROFESSIONAL SUMMARY

- ❖ Technically sophisticated professional with **2.8** years of experience in the areas of installation of printers & scanners, accessing remote systems and resolving software issues.
- ❖ Working at COX QUALITY TECHNOLOGIES -Hyderabad, as a Desktop Engineer from NOV 2017.
- ❖ Always showed a very positive attitude towards work and actively participated and presented views in different Meetings.

Roles and Responsibilities:

- ❖ Monitor the performance of the computer systems and address issues as they arise.
- ❖ Install computer hardware and software on desktops to keep versions current.
- ❖ Provide technical support for software reconfigurations to aid in function customization.
- ❖ Configure user's desktops for local and/or networking printing.
- ❖ Install and troubleshoot software applications such as MS Office Outlook.
- ❖ Ensure that correct drives are mapped to network resources.
- ❖ Have a good knowledge on Remote Service.
- ❖ Installation and Maintenance of Anti-Virus Application.
- ❖ Installation of printers and scanners.
- ❖ Maintain the TAT level and resolve the issue with in the time limit.
- ❖ Installing the various applications as per user requirement's.
- ❖ Resolving the application issue through remote.
- ❖ Installation and configuration of mail's and printer's.
- ❖ Installation, Maintenance and Troubleshooting of Windows Operating System.
- ❖ Basic knowledge in active directory, Creating user and groups

EDUCATIONAL QUALIFICATIONS

- ❖ B.Tech ECE from Priyadarshni Inst of Science of Technology in the Year May/June 2016, with an aggregate 63.82%.
- ❖ Intermediate from SRI CHAITNYA Junior College affiliated to Board of Intermediate Education, A.P in the Year March/Apr **2012**, with an aggregate **73.04%**.
- ❖ Secondary School Certificate from PRAGATI TALENT High School affiliated to the Board of Secondary Education, A.P in the Year March/Apr **2010**, with an aggregate **81.16%**.

TECHNOLOGY PROFICIENCIES

- ❖ **Packages** : Ms-Office 2010.
- ❖ **Hardware Skills** : Installation and Assembling.

SIGNIFICANT HIGHLIGHTS AND RECOGNITIONS

- ❖ Have a good grip in dealing with Ms-Excel, Ms-Word.
- ❖ Self Confidence & hardworking.
- ❖ Strong Interpersonal and Communication skills.
- ❖ Patience.
- ❖ Willing to learn and to adopt new opportunities and challenges.
- ❖ Determination, dedication, and discipline.
- ❖ Awarded for the Best New Comer in Project and Best performer in the project several times. Also was awarded for contributing to the Service Improvement Plans for the project in COX QUALITY TECHNOLOGIES .

PERSONAL DOSSIER

Name	: SaiKiran Raavi
Father's Name	: Radha Krishna
Date of Birth	: 29-07-1994
Nationality	: Indian Marital
Status	: Unmarried
Languages known	: English, Telugu.

DECLARATION

I hereby to declare that the above mentioned details are true to the best of my knowledge and I bear the responsibility for the above mentioned particulars.

Kiran Raavi