

CURRICULUM VITAE

Kapil Kishore

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Job Objectives :

Seeking a position as IT Faculty in an organization allowing me an opportunity practical knowledge to shape up the next generation.

Education Qualifications:

Class	School/College	Board	Year of Passing	Percentage
Diploma (Computer Science Engineering)	Govt. Polytechnic Hamirpur.	HP Technical Board Dharamshala	2013	64%
Senior Secondary Education	MVM Sr.Sec School Nadaun	CBSE New Delhi	2010	50%
Matric	Govt. Sr. Sec School Gauna	HP BOSE Dharamshala	2007	58%

Additional Qualification:

-  Pursuing Bachelor of Arts from Indira Gandhi National Open University New Delhi.
-  27 Days training in Hardware & Networking from HIT Nadaun.

Duties:

- Monitoring the operation of various servers,hosts systems and network components.
- Cleaning ,adjusting,tweaking and making minor repairs to computer equipment.
- Responsible for the daily start-up and nightly shutdown of the company's IT System.
- Operating computer consoles and peripheral equipment in a safe & professional way.
- Answering questions from other staff members on IT issues, concerns and problems.
- Monitoring the temperature of the room where the computer server are stored.
- Covering the IT support desk during busy periods when there is a rush of queries.
- Ensuring that all data is secured and that there are no breaches of confidentiality.

Key skills and Competencies:

- ✚ Installing new system applications & enhancements to both large and small networks.
- ✚ Assessing the potential consequences of any changes to any existing IT Systems.
- ✚ Office Package : Microsoft word, Microsoft Excel, Microsoft Powerpoint, Microsoft Express, Microsoft Access.
- ✚ Operating System: Oracle, My SQL, Windows, Linux.

Professional Background:

- **June 2017 to Present Date:** Working as a Application Hand Holder at Progressive Infovision Pvt Ltd following responsibilities:
Provide fundamental programming along with GST application to CBIC Officers and GST taxpayer.
Provide Hardware and Network support to GST Officers
- 3 years experience as a Facilitator in Classteacher learning system New Delhi.

Achievements: I got "C" Certificate in NCC.

Personal Details:

Name	Kapil Kishore
Father Name	Sh.Vijay Singh
Mother Name	Smt. Baljit Kaur
Date of Birth	04-11-1991
Language Known	English, Hindi
Address.	Vill Jarout PO Sera The Nadaun Distt. Hamirpur -177038

Hobbies:

- Listen Music.
- Travelling.

Declaration: I here by that all the above said information is correct true to the best of my knowledge and belief.

Kapil Kishore