

## Varun Kumar

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### (Executive-IT)

**Industry Preference:** IT Networking | Desktop Support | Website Development ~ **Location Preference:** Delhi - NCR

“To be a Part of a professional organization where I can nurture my skills and contribute for the overall development of the Organization”

“The position should provide the learning opportunity and growth in my professional career so that I can share my knowledge, learning and experience for mutual growth and satisfaction”



### PROFILE SUMMARY

- ✓ Overall **4.8 years** of Experience in IT Networking, Desktop Support and Website Development & Maintenance
- ✓ Handled Microsoft Software Audit
- ✓ Installation's Microsoft operating systems (XP, Win7, Win8, Win 2K3, and Win 2K8.)
- ✓ Installation & Configuration of Network Printers & Scanners
- ✓ Giving Support to different branches by using Team Viewer, VNC, Ammy Admin
- ✓ Configure mail on Microsoft Outlook, Outlook Express, and Mozilla Thunderbird
- ✓ Configuring, troubleshooting computer hardware and components
- ✓ Identifying problems related to network connectivity
- ✓ DHCP configuration and handling
- ✓ Active directory installation and backup
- ✓ Handling Business Development (Preparation of BID documents, Tender Preparation etc.)

#### Key Skills

IT Networking

Desktop Support

DHCP Handling

MS Office Package

Remote Destop Support

PC Assambling & Maintenance

Antivirus Installation and Firewall Maintenance



### WORK EXPERIENCE TIMELINE

Aug, 2013 to till date

- Global AgriSystem Pvt. Ltd.

June, 2012 to Aug, 2013

- SRL Limited (Fortis Hospital)

Jan, 2010 to June, 2010

- UNO Digital Pvt. Ltd.

## ORGANIZATIONAL EXPERIENCE

Since Aug' 13 with Global AgriSystem Pvt. Ltd., New Delhi as **Executive IT**



### Responsibility:

- Giving Support all type of Hardware & Networking problems
- Website Development and Maintenance
- Handled Microsoft Software Audit
- Installation's Microsoft operating systems (XP, Win7, Win8, Win 2K3, and Win 2K8.)
- Installation & Configuration of Network Printers & Scanners
- Giving Support to different branches by using Team Viewer, VNC, Ammyy Admin
- Configure mail on Microsoft Outlook, Outlook Express, and Mozilla Thunderbird
- Configuring, troubleshooting computer hardware and components
- Identifying problems related to network connectivity
- Handling Tally Software
- Handling Wi-Fi, Router, Modem, Switches, IP Phones
- Configure the MAP drive in user accounts
- Configure the Home folder in user accounts
- DHCP configuration and handling
- Active directory installation and backup
- Working in call log system
- Working on IP Msg
- Handling Business Development (Preparation of BID documents, Tender Preparation etc.)

### Networking Support:

- Networking, File sharing services
- TCP/IP configuration and Internet maintenance
- Remote desktop use by terminal services
- Work with in domain environment

### Hardware Support:

- Laptop Maintenance and PC Assembling
- Installation various type of software
- Disk Management, Partition Magic, Cabling, Patching, Internet (LAN) Connectivity and Window activation

**Achievements:** Shift old office to new premises and setup Windows and Tally Server, Networking Protocols, and Desktop/Laptops.

June' 12 to Aug' 13 with SRL Limited (Fortis Hospital), Noida as **IT Officer**



### Responsibilities:

Handling the security level gateways. Gateway security is maintained by Firewall, and internal by antivirus. Maintaining Server, DC (Domain Controller) and handling security at their login. Handling vendors for procurement in IT department (workstations, networking, security etc.) Handling mail server as Protocol at IMAP SSL for email ids, both for Office and Franchisee.

- Giving Support all type of Hardware & Networking problems
- Installation's Microsoft operating systems (XP, Win7, and Win 2K3. Win 2K8.)
- Giving Support on DC on Win 2003 Server
- Installation & Configuration of Network Printers & Scanners
- Giving Support to different branches by using Team Viewer, VNC, Ammyy Admin
- Remote Installation
- Working in call log system
- Configure mail on Microsoft Outlook, Outlook Express, Mozilla Thunderbird
- Identifying problems related to network connectivity
- Software installation like CLIMS, SAP, GETWAY, INTERFACE and other office software's

Jan' 10 to June' 10 with UNO Digital Pvt. Ltd. as **Trainee Artist**

- Handled 3D related projects
- Working with MAYA (3D) Software



### TECHNICAL KNOWLEDGE



- ✓ Database : MS SQL Server 2005
- ✓ Web Technology : HTML, ASP.Net
- ✓ Language : C#.Net

### EDUCATIONAL QUALIFICATION



- ✓ Master of Computer Application (MCA) from IGNOU, New Delhi in 2011
- ✓ Bachelor of Computer Application (BCA) from IGNOU, New Delhi in 2009

### PERSONALITY STRENGTHS

Positive Thinking, Soft Communication, Team oriented, Highly Disciplined, Presentation skills, fast and self-learner, Hardworking, Creative, willing to learn new technologies

### PERSONAL DETAILS



- ✓ Date of Birth : 1<sup>st</sup> March, 1989
- ✓ Address : E-8, Sector 49, Noida-201301
- ✓ Marital Status : Single
- ✓ Nationality : Indian
- ✓ Passport : Yes
- ✓ Hobbies : Reading Books, Computing, Playing Cricket

### DECLARATION

I hereby declare that the details mentioned in this resume are correct to the best of my knowledge and belief. I assure that given a job in your esteemed company, I shall fulfill the work assigned to my best with all my heart and soul

**Date:**

**Place:** Noida

**Signature**  
(Varun Kumar)