

CURRICULUM VITAE

MANOJ SAINI

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CAREER OBJECTIVE

To obtain the position of a Technical Support Networking (L1) in an organization where, I can utilize my professional skills and experience towards the growth of the organization and make use of my extensive knowledge and skills and synergize with the organization to focus on, and achieve, the long term goals that have been put into place.

PROFESSIONAL STRENGTHS

- Comprehensive knowledge of CISCO networking technologies and protocols.
- Installing, Configuration & Troubleshooting recovery up-gradation & back schedule.
- Skilled in designing, planning and implementing LAN/WAN infrastructure, routing protocol.

TECHNICAL SKILLS

CCNA (CISCO CERTIFIED NETWORK ASSOCIATE) training from Network Bulls, Gurugram, Haryana.

Operating Systems	<ul style="list-style-type: none">• Windows XP/98/7/8/
Software	<ul style="list-style-type: none">• Microsoft Outlook, Microsoft office suite
Routing protocols	<ul style="list-style-type: none">• Protocols in OSI & TCP/IP model, Active Directory• IPV4 & IPV6 (sub netting)• OSPF & EIGRP (load balancing equal and unequal) & Ethernet
LAN/WAN	<ul style="list-style-type: none">• Frame Relay, IP Routing, HDLC, ISDN, VoIP, RIP, VPN, VLAN
IP services	<ul style="list-style-type: none">• Telnet, DHCP, DNS, SMTP, HTTPs

RESPONSIBILITY

- Installation & Configuration of Windows OS Xp, Vista, Windows7 etc & application software.
- Troubleshooting of PC Problem (Hardware and Software).
- Troubleshoot & solution of network related problems also internet related problems.
- Resolve email configuration in Outlook & Express.
- Managing with network essentials like Switches, Hubs, cables and connectors.

- Installation & Configure local printer on client PC's and troubleshooting of printer problem.
- Install & Configure network printer on client PC's through network.
- Backup & Restore of mails, troubleshooting of mails related problems.
- Creation of user accounts, modifying user properties & assigning rights to the users
- Join computers into domain.

EXPERIENCE:

Directorate General: Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Delhi

Designation : Network Engineer
Time Period : 1.2 Years

PROFESSIONAL QUALIFICATION

- **Master Degree** : M.C.A from M.D, University, Rohtak in (2011-2014) with 70.40%
- **Bachelor Degree** : B.C.A. from M.D, University, Rohtak in (2008-2011) with 61.00%

ACADEMIC QUALIFICATION

- **Class XII** : Passed from CBSE Board in 2008
- **Class X** : Passed from CBSE Board in 2006

STRENGTHS

- Punctual, willing to work in a competitive environment.
- Self-confident, self-motivating and encouraging.
- Result oriented, hardworking, convincing power.
- Fast learner & team player.

PERSONAL DETAILS

- Father's name : Shri. Ghanshyam
- Date of birth : 06th March 1990
- Sex : Male
- Marital status : Unmarried
- Nationality : Indian
- Languages : Hindi & English
- Permanent Address : H.No.-3718 G.F, Sector-3, Faridabad, Haryana-121004

DECLARATION

I hereby declared that all the above details are true and correct to the best of my knowledge.

Date:

Place:

(Manoj Saini)