

# RESUME

**Name** : Gaurav Dwivedi  
**Age** : 27 Years  
**Date Of Birth** : 11,Mar, 1987

## Address For Communication

542/10/18, Brahamnagar, New Haiderganj  
Campwell Road, Balaganj Chauraha, Chowk  
Lucknow-226003  
State-Uttar Pardesh  
Country- India



**Phone/Mobile** : +919005802941(Self), +919935773190 (Father)

**E-Mail** : [gauravuppcl@live.in](mailto:gauravuppcl@live.in)

## ■ Career Objective

Seeking a challenging position as a data analyst with utilizing superb analytical skills to help the business realize its continuing and short term goals. I want to be a successful person in my life with leadership qualities and to be honest toward myself with hardworking skill.

## ■ Experience Summary

- Over 4 years of publishing experience in Microsoft Windows Platform.
- Good technical skills & troubleshooting skills with Excellent communication and customer management skills.
- Supporting Of Computer Software & Networking, Configuration of Printers, Scanners through remotely.
- Complete knowledge H.P Heavy & Light Printer Inhalation & Troubleshooting of Operating system and Hardware devices.

## ■ Educational Qualifications:

Passing Year	Qualification	Specialisation/ Subjects	School / College / University / Institute
2011-2014	Graduation	English, Economics	Kanpur University
2004-2005	Intermediate	English, Hindi, Geography, Economics, History	Army School
2002-2003	High School	English, Hindi, Science, Math, History	Army School
2000-2003	Computer Diploma	MS Office Package, HTML, And Basic Knowledge, Windows® (2000 & 2003 Server), Windows® (9X, ME, 2000 Professional, XP, Vista)	ASCII (2001-2003), Mumbai (Advance School of Computers Information India)

## ■ Job Title History

<u>Designation</u>	<u>Company</u>	<u>Period</u>
Computer Operator	UP Power Corporation Ltd.	May 2011 to onwards
System Assistant	EBC Publishing Pvt. Ltd.	June, 2007 to Dec, 2010.
Associate Technical Engineer	S.K. Electronic & Projects	Dec, 2005 to March, 2007.

## ▪ **Responsibilities**

- Conducted analysis of the data collected and assured compliance with the company's standards.
- Verified accuracy of data analysis and coordinated with the branch office.
- Initiated recommendations for the upgrades of solutions used in the company.
- Assisted the senior analyst in completing the reports in order to be accomplished before the deadline.
- Compiled all data and documentations and filed them accordingly for future reference.

## ▪ **Computer Skills**

**Server** : Windows® (2000 & 2003 Server)

**Client** : Windows® (9X, ME, 2000 Professional, XP, Vista)

**Applications** :  
1. MS Office (2000, XP, 2003, 2007)  
2. Net meeting, Internet, Antivirus, Firewall, VM Ware, Lotus Notes.

## ▪ **Technical Knowledge**

- Assembling of PC.
- Installation & Troubleshooting of Software's & Hardware Devices.
- Configuration of Domain & Workgroup.
- Installation & Configuration of Router, Switch, Modem.
- Installation & Configuration of Wireless Access Point, Bluetooth.

## ▪ **Extra Activities**

- Won awards in Inter School Events.
- Take Participation in Inter School Events.
- Take Participations in Essay Writing Events.

## ▪ **PERSONAL DETAILS**

Father's Name : Mr. Anand Dwivedi

Mother's Name : Mrs. Geeta Dwivedi

Sex : Male

Nationality : Indian

Marital Status : Married

Language Known : English, Hindi

Computer Typing : English, Hindi

## ▪ **DECLARATION**

I, GAURAV DWIVEDI , hereby declare that the above furnished information is authentic to the best of my knowledge.

**Date:** / / 2014

**Place:** Lucknow

**(GAURAV DWIVEDI)**

