Curriculum Vitae

**Anup Kwatra**

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**Career Objective: -** A responsible and challenging position that will allow me to explore my abilities, skills and sense of my dedication towards my duties with sole aim of seeing the progress of my company.

**Strengths:** Having a positive attitude to work, with an analytical bent of mind. Friendly nature strengthening the ability to managing people and surroundings. Good communication skill.

**Total Experience: - 19 Years [ Marketing in IT Industries in Hardware and Software Support ]**

**[ERP implementation] and manufacturing industries.**

**Professional Qualification:-**

* **Cisco Certified Network Associate (CCNA)** from **NETWORK BULLS** Gurgaon
* **Computer Hardware Technology & Networking Diploma** from JETKING **(Hardware & Networking Institute)** South Extension New Delhi in Year 1996.

**Specialized Area in Computer Hardware:-**

* Experience with **ERP** Environment **Working & Implementation**.
* **Data Entry** in module of **ERP System & Training** to the colleagues
* **Monitoring of ERP Software** which is running in Company.
* **Create MIS reports of IT Dept.** & Reporting.
* Desktop Support / **IT Support Solution** for **Software, Hardware & Networking**.
* **Managing & Maintaining Server System** of the Company.
* Good Supporting Knowledge on **Internet / Emails**.
* S.M.P.S., Monitor, Mother Board, Printer, Drives **Fault Finding** etc.
* **Basic Knowledge of Electronics Components**.
* System Assembling and Maintenance.
* **Builds & Maintain the Vendor Relationships.**
* Manages the **Purchasing of all Software, Hardware and other IT Supplies.**
* **Working & Installation Capability on All Microsoft / MAC Operating Systems.**
* **Software& Operating System**(Windows 98, XP, Me, Windows 7, Windows 8,
* Windows 2000, Windows 2003 Server, Windows 2008 Server, **Windows Dual Boot**).
* **Troubleshooting** of Computer **Hardware**, Removing of **Viruses** & Updating of Antivirus **Software**.
* **System Backup** ( Mails, Office/Personal Data, &**Data Recovery** ( Office / Personal Data, Mails, Photos,

**Networking Knowledge:-**

* **LAN Networking** based on “Peer to Peer & Server Based” ,**Wireless Networking**
* Implementation of “**N” Computing** technologies to operated data from Centralize Server System.
* **“CCNA”** From NETWORK BULLS Gurgaon.

**Summary of Skills:**

**Company Name : D G ENERGYTECH**

**Period From : JAN 2016 to Till Date**

**Job Title : Business Development Manager**

**Company Profile: D G ENERGYTECH** ( LED Lights & Solar Systems Manufacturer )

**NATURE OF JOB:**

* **Interacting with clients** for Business Development & Sales.
* Providing customer service based on **sending quotes, providing dispatch details** and **ensuring**

**Timely deliveries** with internal follow up.

* Technical comparison of received order with Data sheets and subsequent follow up with

client and sales personnel.

* Follow –up with Procurement department to ensure timely deliveries
* Order tracking and estimate of business expected on monthly basis
* **Creative Advice** in terms of **Business Related issues & needs.**

**Company Name : HAMS INDUSTRIES PVT. LTD.**

**Period From : OCT. 2015 to JAN 2016**

**Job Title : Manager International Marketing ( Exports )**

**Company Profile: Hams Industries Pvt. Ltd**. ( Exhaust and Catalytic Converter Parts Manufacturer )

**NATURE OF JOB:**

* **International Marketing** activities by **interacting with International clients**.
* Providing customer service based on **sending quotes, providing dispatch details** and **ensuring**

**Timely deliveries** with internal follow up.

* Technical comparison of received order with Data sheets and subsequent follow up with

client and sales personnel.

* Follow –up with Procurement department to ensure timely deliveries
* Order tracking and estimate of business expected on monthly basis
* **Creative Advice** in terms of **Business Related issues & needs.**

**Company Name : ELAN AUTO INDIA LTD.**

**Period From : MARCH 2015 to SEP. 2015**

**Job Title : Manager Marketing**

**Company Profile: ELAN AUTO INDIA LTD. (** Sheet metal components & brake parts Manufacturer )

**NATURE OF JOB:**

* **Domestic marketing** activities by **interacting with domestic clients**.
* Providing customer service based on **sending quotes, providing dispatch details** and **ensuring**

**Timely deliveries** with internal follow up.

* Technical comparison of received order with Data sheets and subsequent follow up with

client and sales personnel.

* Follow –up with Procurement department to ensure timely deliveries
* **Payment follow–up( if require)**
* **Generation of** **Backlog report** on weekly, monthly, basis as per Company requirement in FINSYS
* Receipt of defective material from client site followed by completion of related documents
* Order tracking and estimate of business expected on monthly basis
* **IT Supervision Hardware, Software, and Purchase** Etc.
* **Creative Advice** in terms of **IT Solutions to Business Related issues & needs.**
* **Managing** Company **Website** & **Mail Accounts**.

**Company Name : Wave Industries Pvt. Ltd.**

**Period From : JULY 2013 to FEB. 2015**

**Job Title : IT Technical Support** (System Maintenance & Networking)

**Company Profile: Wave Industries Pvt. Ltd.** National Film Distributors& Film Producers.

**NATURE OF JOB:**

* **IT Support Hardware, Software, and Purchase** Etc.
* **Creative Advice** in terms of **IT Solutions to Business Related issues & needs.**
* **Managing** Company **Website** & **Mail Accounts**.
* **Managing Official E-Mails** with MS-Outlook & Outlook Express.
* Monitoring Customer Complaint & Solution.

**Company Name : M. K. Enterprises (Own Business)(Proprietor)**

**Period From : MAY 2007 to JUNE 2013**

**Job Title : IT Technical Support (Computer Hardware Maintenance/ Software / Networking)**

**(ERP Implementation / Training & Support)**

**Company Profile: M. K. Enterprises (Dell& Tally Auth. Partner)Apple / Sony / HP** Reseller

**(HP Control System CCTV Auth. Reseller)**

**NATURE OF JOB:**

* Implementation of IT Strategy to that supports the business strategy in line with market practice.
* Creative thinking, Analysis &Advice in Terms of IT Solutions to Business related issues and needs.
* Managing support for the customers IT Hardware / Software / Networking / ERP Etc.
* Managing Official E-Mails with MS-Outlook & Outlook Express & Backup
* Managing AMC of All Customer Servers, Systems, Terminals, & Networking of the Company.
* Keep myself aware of with latest Developments, Technological Solutions to Manage & Improve IT Systems for Efficiency.
* **ERP Implementation & Support**
* **Naini Exporter** (Manufacturer Ferrous& Non Ferrous Screw, Rivets, Nuts & Bolts etc.
* **Atop Products Pvt. Ltd.** (Manufacturer Automobile Parts and Components.
* **Sai Print & Pack** (Manufacturer Corrugated Boxes.
* **Cenlub Systems** (Manufacturer Centralize Lubrication System.
* **Elan Auto India Ltd.** (Manufacturer Sheet Metal Automobile Parts and Brake Parts.

**Company Name : COMPUTER VILLA**

**Period From :** 2006 to MAY 2007

**Job Title :** IT Tech. Support (**Hardware Maintenance & Networking Support**)

**Company Profile: COMPUTER VILLA** (**HP Auth. Dealer**)

**NATURE OF JOB:**

* Implementation of IT Strategy to that supports the business strategy in line with market practice.
* Creative thinking, analysis & advice in terms of IT Solutions to business related issues and needs.
* Managing helpdesk support for the customers.
* Managing Official E-Mails with MS-Outlook & Outlook Express.
* Monitoring AMC of All Customer Computer Systems, Peripherals & Networking System of the Company.
* Monitoring Customer Relation Management.
* Monitoring Customer Complaint & Solution.

**Company Name: GAURAV COMPUTER (Own Business) (Proprietor)**

**Period From**  : 1996 to 2006

**Job Title**  : IT Technical Support – (Computer Hardware & Networking)

**NATURE OF JOB:**

* Maintaining Computer System Hardware & LAN Networking
* Managing Official E-Mails with MS-Outlook & Outlook Express & its backup.
* Managing Internet Connectivity properly or not & ADSL MODEM.
* Managing the Purchase of all Software, Hardware and other IT supplies.
* Monitoring of Antivirus Software for Removing of Viruses, Renewal & its Updating.
* Making Data Backup & Recovery on Support Basis.

**Academic Qualification:-**

* Matric from Haryana Board year 1993
* Senior Secondary from National Open School New Delhi year 1999
* Graduation from Shobhit University year 2011-2014.

**Personal Information:-**

**Name ANUP KWATRA**

**Date of Birth 14 FEB 1978**

**Permanent Address 1072 Sector 28 Faridabad**

**Marital Status Married**

**Languages Known Hindi, English**

**Area of Interest Surf Internet, Swimming, Listening Music**

**Salary Drawn Rs. 35000 /-**

**Salary Expected Negotiable**

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