# S. SASIREKA

# B.E GRADUATE

**Phone: +91 9080172037**

**Email:** [**sasiragav2614@gmail.com**](mailto:sasiragav2614@gmail.com)

# OBJECTIVES

To become a part in a fast-growing dynamic organization where my professional and intellectual skills could be applied and enhanced.

# WORK EXPERIENCE

**Company Name:** HCL Tech

**Duration:** Sep 2022 to Oct 2023

**Role:** Asset coordinator

**Company Name:** Sysquali Infotech

**Duration:** October 2019 to July 2022

**Role:** Asset coordinator

**Responsibilities:**

* Procurement, Maintenance and issue of IT Assets
  + Co-ordinate with the Vendors for purchasing of Asset
  + Maintaining inventory of the Asset
  + Co-ordinate with various department for issue of laptops, desktop, etc.,
  + Collecting Asset details of Servers, Routers, Switches and other networking equipment
  + Preparation of gate pass for sending IT material outside
  + Creating local users, resetting passwords, and unlock user accounts
  + Configuring MS outlook and mapping PST
  + Attending to user’s phone calls
  + Checking email queries and replying
  + Coordinating with vendors for various repairs to be done
  + Preparing Daily, Weekly, monthly and MOM reports
  + Installation of Printer and trouble shooting
* Installations of Operating systems like windows 7, windows 8 and windows 10
* Installing and Updating the Antivirus.

# EDUCATION

|  |  |  |
| --- | --- | --- |
| Qualification | Board/University | Percentage |
| B.E(CSE) | Perumal Manimegalai College of Engineering, Hosur | 8.57(CGPA) |
| HSC | John Bosco Gr. Hr. Sec School, Hosur | 84% |
| SSLC | John Bosco Gr. Hr. Sec | 95% |

# SOFTWARE PROVICIENCY

* Microsoft Office Packages, Windows
* Hardware and Networking

# ACHIEVEMENTS

* Participated in college paper presentation and technical quiz.
* Organized events in college fest like paper presentation and quiz.
* I have actively participated in paper presentation competition.

# HOBBIES:

* Dancing, Yoga

# PERSONAL DETAILS

Husband Name : Raghavan

Date of Birth : 04/04/1993 Gender : Female Nationality : Indian

Languages : Tamil, English, Telugu & Malayalam

Permanent address : Door no.4/4,Venkatesh Nagar, Perumal kovil road, Near Easen Milk Agency, Hosur(Tk), Krishnagiri(Dt) TamilNadu-635109.

# DECLARATION:

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above-mentioned particulars.

Place: Bangalore

Date : 15 March 2024