**RESUME**

**Nishant Saini**

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HARYANA

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**Career Objective**

Work in areas of current leading technologies and develop skill-sets for long term sustainability; work in an organization that promotes & encourages individual learning while providing an ample opportunity to be part of its own success.

**Total Work Experience – 2.03 Years till date**

# Present Work Experience:

Joined on September 22th, 2013 as a Executive –ISD in L&T Construction, Heavy Civil Infrastructure IC and Posted at Faridabad – Delhi Cluster Office, Delhi NCR, c/o M/s Service Care Pvt. Ltd. to till date.

## Job Responsibilities at Cluster Office:

**About Enterprise Information Portal (EIP)**

Worked on Company’s **Enterprise Information Portal (EIP)** for

Day-to-day tasks – Module’s like Supply Chain Management, Access

Control System, Project Management, Work Order Management,

Customer Relationship Management.

* **Supply Chain Management:-**

In SCM, will take care of Material Request Creation for IT

Material and request for Item code creation. Follow up’s for

Purchase order creations, PO approvals and get it done the

GIN & MRN through FA&A Dept.

* **Project Management**:–

Scope Register like Preparation of BOQ’s & Cost Packages.

Cost Estimate like ACE Preparation for Item level like Labor,

Material & Plant and Job level for Project Overheads.

In Sub-contractor Plan, Work Order Creation, Standard

Deductions, WO Approvals, then after Measurements, Bill

Deduction’s and there approvals done through the Work

Order Management (WOM)

In Material Procurement Plan, download the Cost package and do the Material Quantification like selecting the relevant category and provide the amount. After that in Purchase Register, selecting the Item code and giving the rate and quantity will provide the Budget for the Item code.

In P&M Plan, the schedule of Plant & Machinery is done through the adding asset group, providing cost break-up, Qty. and duration and linked with the right cost package.

* The resource allocation and budgeting process is one of the most powerful stages of planning. Resource allocation refers to the distribution of resources, and in particular finance from centre to peripherals levels. Budgeting implies the more detailed determination of precisely how these funds to be used.
* In AMS Module, Resource allocation for CPRS in EIP gets it done for Plant, Machinery and Capital items.
* Monitoring the resources from the completed/past Jobs and do the Resource re-allocation like Plant & Machinery based on the project site request or by the Stores request in EIP.
* Job Cost Report (JCR) Cost for monitoring the ACE.
* JCM will import cost from other modules WOM,SCM,AMS,FAS and process the request and check the cost statement and do if any rectification required and process and the close the JCM.
* Preparation of Estimate to complete (ETC) in EIP.
* Cost transfer will be done in EIP for the requested Item codes which got wrongly linked.

1. Domain based User administration (Setup & Maintenance of User Accounts)
2. Configure & Maintenance of Server Administration (ISA Server, Anti-virus Server, WSUS Server, DHCP Server, Backup Server)

ISA Server Maintenance for Internet & Intranet lines.

Symantec Endpoint Protection Management v12.1 Client Server installation & Maintenance to protect from the virus threats.

WSUS Server maintenance to server Windows Updates to Client Machine’s on scheduled timings.

DHCP Server maintenance to serve and dynamically lease an IP address to any DHCP-enabled client when it starts up on the network.

Backup Server maintenance & share the network resources

1. Configure & Maintenance of Engineering Software’s like AutoCAD Server, Flow 3D, Staad Pro v8i Server, ABAQUS Server.
2. Giving EIP Support for New Joiners like Employee Login Creation,

Email Id Creation and all.

1. Co-ordinate with HQ & Project site ISD Colleague’s related to

EIP & IT works.

1. Maintain Records of All IT related tasks for IT AUDITs.
2. Windows troubleshooting, N/w administration & Server administration.
3. Maintenance of Video Conferencing.

## Projects Undertaken:

**Faridabad Cluster Office – Faridabad:**

I worked with my immediate superior for the shifting of our Faridabad Cluster office from SSR Corporate Park to Vatika Mindscapes, Faridabad.

Taken care of all the IT related setup for dismantling of Server Room & V.C. Room from the SSR Corporate Park.

Frequent site visits to Vatika Mindscapes, to take care of Server Room Setup, V.C. Room Setup & CCTV Surveillance setup.

Co-ordinated with my team & Shifted all the Servers like Rack Server, Symantec Server, Abaqus server, AutoCAD server, WSUS Server and Client PC (100 No’s) shifting.

Taken care of the V.C. Room setup like V.C. Codec, VC Camera, Projector & Audio/Video setup and CC TV Camera’s installation.

### Defence Project – New Delhi:

1. I worked with my Immediate Superior for the initial IT Setup.
2. Initial IT Setup like Server Room Setup i.e., Network Rack &

Server Rack works, & EPBX Setup, and Video Conference Room Setup

along with Projector & Screen.

1. Configure & Maintenance of Server’s like TMG Server, DHCP

Server, WSUS Server, Anti-virus Server.

1. Monthly Visits Defense Office for Monitoring Server’s.
2. Day to day troubleshooting of Windows & Hardware of PC’s.
3. Maintenance of Video Conference.

### GVK Project – Gurgaon:

1. Co-ordinated & Taken Care of Shifting the IT Setup of 24 No. L&T Staff PC’s – GVK Site, Gurgaon to Faridabad Cluster office.
2. Shifted AutoCAD Server License’s at Gurgaon to Faridabad AutoCAD Server, & Staad Pro Server License’s re-deployed from Staad Pro Internet Server to FBD. Local Server.
3. Joined All the Workgroup Clients to Domain & Created Domain Profiles & configured. Flow 3D & Abaqus S/w installations & troubleshooting.

## Past Work Experience:

Joined on November 5th, 2013 as a Computer Operator in Era Infra Engineering limited Noida to 20 September 2014.

### Job Responsibilities:

* Development and maintenance of web applications.
* Unit testing of the Process in the applications.
* Deployment of Applications on Development and Testing server.
* Fixing the bugs/issues of the application.
* Doing the implementation of new Process in the application.
* Working on procedures related to new Process in the application.
* Communicating any design related changes with the architect.
* Design and Implementation of Project

## Projects Undertaken:

**Title- Work Order Party Acceptanc**e

There is need of this process After Work Order Approved and Before Billing against the Work Order for taking WO Signed Copy so that we are having proof in database (Online) regarding Billing Issue of Contractor.

***Roles & Responsibilities***

* Communicating any implementation and design related changes with the architect.
* Design and Implementation of Project
* Trained other colleges about the Project
* Ensuring the implementation to be as Scalable and efficient as it can be.

***Key features of the project***

* User Can Make Acceptance Request of Only approved Work Order
* After Acceptance request, it will go to approval authority login id and Approval authority will verify attached pdf, If he found any issue then he can revert with Proper Remarks to requester for Again Request otherwise he can approved.
* After Approval of Acceptance Request, Bill can be possible against the work order otherwise application will validate to user for first approval of work order party acceptance.

**Environment**: .NET 3.5, VB.Net, Sql Server 2008

**Team Size:** Single

**Education**

* **Polytechnic (Computer Science) 2010-2013**

***UPBTE***

Neelkanth Institute of Engineering and technology Meerut.

Polytechnic first year 64.57

Polytechnic second year 72.9%

Polytechnic final year 77.9%

* **X (Senior Secondary)CBSE 2010**

Ch.Ajab Singh. Memorial -BHAURAKALA, secured an aggregate of 56.05%

**Technical Qualifications**

|  |  |  |
| --- | --- | --- |
| Application Software | : | MS Office; Adobe Photoshop |
| Web Development | : | HTML |
| Database | : | SQL; DBMS |
| Languages | : | C, C++, Java |

Networking : MCITP

**Extra-Curricular**

* Participated and Won Prizes in Songs Competition’s at College Level.
* Active organizing member at College Functions
* Actively participated in Independence Day Events held at L&T, Faridabad

Cluster Office and Won Prize for Best Dept. Work Station with Patriotic

Theme & Won Prize for the Quiz competition.

**Soft Skills**

* Good communication skills and a quick learner
* Flexible and adaptable to demanding situations.
* Actively follow new technologies

**Personal Details**

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| --- | --- | --- |
| Date of birth  Gender  Father Name  Nationality |  | 29-Jan-1993  Male  Pramod Saini  Indian |
| Marital status |  | Single |
| Languages Known  Permanent address |  | English, Hindi  Prem vihar colony behind Tehsil Jansath District Muzaffarnagar pin code 251314 (U.P) |
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**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Faridabad

Date: **(Nishant Saini)**