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| **S.Balaji**  **Mobile no** : +9739451573  **E-mail:**balaji2486@rediffmail.com  **CONTACT Address:**  S.Balaji  s/o R.Sunder Raj  NO.290, RamyaIllam  Ombr layout opposite  Mariyamnilaya school  DoddaBanaswadi  Bangalore : 560043 | **Career Objective:**  Intend to work in an environment that enhances my skills and motivates me to utilize my potential to the fullest extent to contribute to the company both individually as well as a team.  **Academic Details:**   |  |  |  |  | | --- | --- | --- | --- | | **Standard / Degree** | **Institution Studied** | **Year of Passing** | **Percentage Obtained** | | S.S.L.C. | PRESENTATION HIGH SCHOOL.  BANGALORE | 2002 | 58.72% | | DIPLOMA IN ELECTRONICS & COMMUNICATION. | BHARTIYA INSTITUTE | 2006 | 61.66% | | A+ & N+ | IIHT | 2006 |  |   **Technical Skills:**   * Support laptops & desktops * Backup, O.S installation(Win xp Win 7 Win 8 & Win server 2k3 2k8) office(2003,2007, 2010,2013 ) installations , driver’s installation & application software installations * Installing & troubleshooting hardware & driver installation * Replacing mother board, hard disk, ram, wireless card, optical drives for laptops * Configuration& troubleshooting of Microsoft Outlook & outlook express. * Installation and Configuration of Local, Shared & Network Printers   Troubleshooting of LAN connectivity issues Network- Internet/intranet connectivity, etc   * Connecting Client systems to Work groups & Domain , Adding Users in ADS modifying & File permissions * Lotus Domino, Blackberry & Smartphone configurations     **experience:** 1. SHREYAS AND CO PVT LTD - JAN 08th 2006 to FEB 04th 2009 **ROLES & RESPONSIBILITIES**  Support for Desktop & Laptops (field Support)  Backup, O.S installation, driver’s installation  & application software installations  Installing & troubleshooting hardware & driver installation  Remotely supporting to users by using Team Viewer,  Troubleshooting of LAN connectivity issues, (Cabling & Crimping).  **2. CMS INFOSYSTEMS PVT LTD - FEB 10th 2009 to JULY 02nd 2011**  Support for desktop & Printers (basic) in *LIC INDIA*  Backup, O.S installation, driver’s installation  & application software installations  Installing & troubleshooting hardware & driver installation  Installation and Configuration of Local, Shared & Network Printers  Ensuring all client system updated with latest windows updates  Configuration& troubleshooting of Microsoft Outlook & outlook express  **3. CITO INFOTECH PVT LTD - 2011 JULY 04thto Till THE DATE**  Support for desktop & laptop in *NAL*  backup, O.S installation, driver’s installation  & application software installations  Installing & troubleshooting hardware & driver installation  Installation and Configuration of Local, Shared & Network Printers  Connecting Client systems to Work groups & Domain , Adding Users in ADS modifying & File permissions  **PERSONAL details:**  Name : S.Balaji  Father’s Name : R.SunderRaj  Date of Birth : 2-APR-1986  Gender : Male  Marital Status : Married  Nationality : Indian  Languages Known : English, Kannada, Hindi & Tamil, Telugu  **Other Capabilities**   * Good team working capacity. * Complete the work on time and perfect   **DECLARATION:**  I hereby declare that to the best of my knowledge and belief the information given above is true and correct. If given me an opportunity to work in your organization, I will put my best effort.  **Place: BANGALORE S.Balaji** |