

To whosoever it may concern

I am looking for a graduate assistantship opportunity with Rochester Institute of Technology. I have applied for the positions stated and enclosed resume along with this cover letter.

I have worked for one year and three months as an Engineer in Ericsson India Global Services Private Limited where I have gained immense experience to emerge as a true professional. Also, the nature of my work has helped me tackle difficult situations by communicating with the Installation technicians.

I have completed my undergraduate from West Bengal University of Technology. In addition I am also a Cisco Certified Network Associate (CCNA). I have always taken a lead role in arrangements of school and college fests. I had the sole responsibility of arranging overnight picnic for my company which was completed successfully. I have great interest in community works and campus resident life. Therefore I hope to commence my fresh career in these domains as a graduate assistantship.

I bring a broad set of experiences to the table. Not all of them may be relevant to the program perhaps, but it has shaped me into the professional capable of dealing with challenges in the workspace. I have never set boundaries to my domain of work. That gives me courage to take up challenges outside my comfort zone and execute them with conviction. I bring a sense of ownership to my endeavors. I could write more but chances are you would find them more interesting in a face to face conversation.

Best,
Uttara Rajak.

Uttara Rajak



Female, 23 Years.

B.Tech (*Electronics & Communication Engineering*)

C3M1 922, CMDA NAGAR, Sewli, Telenipara, Barrackpore,
Kolkata-700122, West Bengal. INDIA

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PROFFESIONAL DETAILS:-

Company: Ericsson India Global Services Private Limited (December 1st 2011-Present)

Job Role: Network Engineer

1. Project: IP (Deployment Engineering)

Telco: Sprint Nextel Corporation, USA

Tenure: Ongoing

Details:

- Buying of all major and minor materials required for deployment of a network, writing of hardware specification manual for installation of the network equipments at the site, coordinating the whole installation remotely and updation of the changes in the database after OPAC (Operational Acceptance).
- Leading a sub-team of 5 persons for the project
- **In charge of monthly report shared with Sprint Nextel.**
- Hands on working knowledge of hardware of routers and switches of multiple vendors. (For e.g. Cisco, Juniper, Alcatel-Lucent, Ciena, Tellabs etc.)

2. Project: T1 provisioning

Telco: Sprint Nextel Corporation, USA

Tenure: 15.01.2012-11.06.2012

Details: Making traffic go live on available T1 channels.

3. CCNA (Cisco Certified Network Professional) Cisco ID - CSC012220510.

EDUCATIONAL QUALIFICATION :-**UNDERGRADUATION:-****B.TECH:- From MURSHIDABAD COLLEGE OF ENGINEERING & TECHNOLOGY**

SEMESTER	UNIVERSITY	SGPA(OUT OF 10)	DG PA(OUT OF 10)
1st	W.B.U.T.	8.57	8.19
2nd	W.B.U.T.	7.60	
3rd	W.B.U.T.	7.40	
4th	W.B.U.T.	7.78	
5th	W.B.U.T.	8.46	
6th	W.B.U.T.	8.66	
7th	W.B.U.T.	8.44	
8th	W.B.U.T.	8.17	

SCHOOLING DETAILS:-

YEAR OF PASSING	BOARD	SCHOOL NAME	MARKS (%)
2007	CBSE	KENDRIYA VIDYALAYA BARRACKPORE(ARMY)	74.80
2005	CBSE	KENDRIYA VIDYALAYA BARRACKPORE(ARMY)	73.60

TRAINING AND PROJECT :-

TYPE	PLACE	DETAILS	TENURE
TRAINING	DVC,MAITHAN(Dhanbad)	TRAINING ON VSAT,SCADA,TSG,COMMUNICATION, TSG,MGTS,CTC,PUBLIC RELATIONS	6 WEEKS
TRAINING	BSNL	TRAINING ON COMMUNICATION	2 WEEKS
PROJECT	MCET,BERHAMPORE	FINAL YEAR PROJECT ON APPLICATION TIMER.	1 YEAR

ABILITIES :-**TECHNICAL SKILLS:**

- Documentation tools: MS OFFICE 2003 and MS OFFICE 2007.
- Operating system: Windows XP, Windows 7, Linux.

HOBBIES:- Dancing, reading story books, playing computer games, travelling

EXTRA CIRRICULAR ACTIVITIES:

- School Captain in Kendriya Vidyalaya Barrackpore (Army)
- Completed Tritiya Sopan in Scouts and Guides
- Achieved Bronze medal in state meet of Inter KV Karate Championship.

- Organized College Fest(CORUS and NOSTALGIA)
- Sole organizer of overnight outing of Ericsson India Global Services Private Limited Kolkata branch.
- Community services: Gardening, cleaning.