

CURRICULUM VITAE

AJINKYA DATTATRAY CHAVAN
103/ H-5, Kalp City,
Near Mc Donald's, Katrap Pada,
Badlapur East.
Thane 421 503

E-mail: chavan.ajinkya91@gmail.com

Contact: 9322585300

CAREER OBJECTIVE:

To work in a challenging and creative environment and effectively contribute towards goals of the organisation. Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

ACADEMIC QUALIFICATION:

Degree	Year of passing	Institute/ University
Diploma in Hardware & Networking	JUL 2013	Kohinoor Technical Institute, Kurla
T Y BA (Economics)	OCT,2013	Mumbai University
HSC	FEB, 2009	Maharashtra State Board
SSC	MAR,2007	Maharashtra State Board

WORK EXPERIENCE:

1. Worked as an Executive-Back office on contractual basis, at IndusInd Bank; (Apr 16-Sep 16)
 - Handle & maintain records for import & export reports. Keep track of them on daily basis.
 - Generate Invoices for billing purposes.
 - Coordinate & submit reports to clients as per requirements.
 - Maintain different excel trackers of the daily transactions.
2. Worked as Office Associate with Globus Facility Services ;(Oct 16- Nov 17)
 - Maintain trackers in Excel for different transactions taking place.
 - Handle client issues in regards to billing, courier issues and others.

- Analyse data & submit reports to senior management.
3. Worked as an Executive with Ayesha Motors; (Dec 17- Nov 18)
 - Maintain Customer's KYC details
 - Maintain Vehicle loan documents & keep track of the status in excel sheets.
 - Maintain Vehicle records.
 - Generate Purchase/sell Invoices for vehicle parts.
 - Submit monthly data & Analysis report.
 4. Worked as an IT Support Executive with Akrivis Laboratories,Thane; (Jan 19- Dec 22)
 - Keep computer systems running smoothly and ensure users get the maximum benefit from them
 - Install and configure computer hardware operating systems and applications
 - Monitor and maintain computer systems and networks
 - Troubleshoot system and network problems, diagnosing and solving hardware or software faults
 - Replace parts as required
 - Set up new users' accounts and profiles and deal with password issues
 - Respond within agreed time limits to call-outs
 - Talk to staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
 5. Working as an IT Engineer with Don Bosco School, Dombivli (west)- (Jan 23- till date)
 - Troubleshoot system and network problems.
 - Diagnose & resolve hardware & software issues.
 - Install and configure computer hardware, operating systems and applications.
 - Configure & maintenance of CCTV.
 - Installation of Operating systems Windows 7/8/10/11 & Server 12, 16 & 19
 - Installation of Active directory, DNS & DHCP
 - Setting up new systems & devices for new users
 - Configure & install printers.
 - Office 365 configuration & installation
 - Handle ticket raised for internal database issues.
 - Projector configuration & set up for video conference.
 - Maintain records & track inventory.

SKILLS:

1. Knowledge of MS Office
2. MIS Report

PERSONAL PROFILE:

Name	AJINKYA DATTATRAY CHAVAN
Date of Birth	06.04.1990
Gender	Male
Marital Status	Single
Nationality	Indian
Languages Known	Marathi, Hindi, English

I hereby declare that the above furnished details are correct & true to the best of my knowledge and belief.

PLACE: MUMBAI

DATE:

[AJINKYA D. CHAVAN]