# GAURAV MARWAHA [E-mail:gaurav\_marwaha@rocketmail.com](mailto:gaurav_marwaha@rocketmail.com) Contact No:+91-9888305137

**OBJECTIVE**

Intend to work with leading corporate of hi-tech environment with committed and dedicated people where I could make a significant contribution while developing my skill yet further and grow with the organization.

# ACADEMIC CREDENTIALS

* 2009-2012: B-Tech in Computer Science & Engineering from Swami Devi Dayal Institute of Engineering & Technology (Kurukshetra University).
* 2005- 2008: Diploma in Computer Engineering from RIMT College MandiGobindgarh (Punjab State Board of Technical Education & Industrial Training).
* 2004-2005-10th from Florence Convent School (CBSE Board).

**PERSONAL PROFILE** : I assure that my presence proves beneficial for the

Organization by using my computer skills to Strengthen the back office operations.

**CAREER OBJECTIVE** : A career instead of a job:-

* To nourish my skills and reach hallmark.
* To achieve corporate objectives.
* To grow with the organization.

**STRENGTHS** : - Ability to work as a resource contributing and value-adding member in team.

* Ability to grasp quickly and adapt flexibly to a new business environment.
* Ability to think through problems inside out and there by taking qualified decisions.
* Go getter Attitude.
* Apt to Learn and Understand New Technology.

# COMPANY NAME: Beta Soft Systems Pvt. Ltd.(US Based IT Company)

**JOB DESCRIPTION**

* Installing and configuring computer hardware, operating systems and applications.
* Monitoring and maintaining computer systems and networks.
* Troubleshooting system and network problems and diagnosing and solving hardware, software faults.
* Replacing parts as required.
* Setting up new users' accounts and profiles and dealing with password issues.
* Making of networking Cat 5e,Cat 6,Cat 6a cables were necessary.
* Day to day admin & monitoring of network use.
* IP telephony support.
* Installing printers/scanners/copiers& resolve incidents with printers, copiers, scanners.
* Responding to breakdowns.
* Applying OS updates, patches & configuration changes.
* Evaluate and modify system’s performance.
* Identify user needs.
* Troubleshoot problems reported by users.
* Setup security policies for users.
* Backup PC/Laptop data.
* Knowledge of remote tech support through Any Desk, TeamViewer/Ammyy/VNC Viewer/Go to assist application.
* Ensure network connectivity throughout a company LAN/WAN infrastructure is on par with technical considerations.

# COMPANY NAME: Eden Critical Care Hospital

**JOB DESCRIPTION**

* Knowledge of Hospital Software (Akhil Software)
* Taking care of Servers and Desktops
* Handling the problems of the Hospital.
* Operation and Maintenance of PRI lines, Internet leased lines.
* Provide remote support during major and minor incidents.
* Configuration and Testing of new implementation.
* Manual & Performance testing on servers.
* Do analysis for Network performance Improvement.
* Troubleshooting the faults and problems on hosts.
* Configuration of Firewall Policies.
* Management of Biometric Machines and DVR.

# PREVIOUS EMPLOYER

**COMPANY NAME: Emerald Education Consultant & Immigration Advisor Private Limited**

**JOB DESCRIPTION**

* Maintaining and administering - IT Infrastructure, computer networks.
* Managing and maintaining LAN and Wireless setup at company which includes implementing and maintaining firewall, switching and routing devices.
* Implementation and Administration of Operating Systems.
* Document IT Assets at company and ensure they are updated and working.
* Responsible for procurement of all IT equipment (Hardware, Software, Networking) and getting the successful installation done.
* Good Vendor management & negotiating skills.
* Provide technical support to all end users (company employees) with respect to desktops, laptops, printers, peripherals, audio visual components etc.
* Ensuring planned and organized operations of HRMS / Biometric system of the organisation.
* Hands on experience in diagnosis, troubleshooting and resolution of issues with IT systems and infrastructure.
* Hands on experience in set-up networks relaying cables & implementing the LAN.
* Perform data backups and disaster recovery operations.
* Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
* Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
* Co-ordinate with Internet and Telephony service providers and other IT Infra vendors/suppliers, for new integrations & problem resolutions.
* Taking Care of Company Digital Marketing Campaign such as Facebook,Linkedin, Instagram, Google Plus etc.
* Manage organization website.
* Creating and executing SMS, and email-based marketing campaigns.

# TECHNICAL SKILLS

* + **Operating System:-** Window XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10.
  + **Hardware Skill:-** PC assembling, Formatting, Partition, Drivers Installation.

Assembling & Troubleshooting of PC’s, Windows Update & Antivirus Installation & troubleshooting of operating systems (Window XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, and Windows 10).

* + **Mail:-** Configuring MS Outlook, Windows Live Mail, Mozilla Thunderbird, Office 365 and its troubleshooting.
  + **Office Suites:-** Microsoft Office 2000, Office XP, Office 2003 ,Office 2007, Office 2010,Office 365,Office 2013, Office 2016.

# TRAININGS

* + - 6 Weeks Training in Computer Networking at Smoke Colors Creative Solutions Chandigarh in November 2010.

# EMPLOYER

* + - Working in 6 Pack Marketing Pvt. Ltd. as a SEO Executive from 1st of April 2008- 2nd of April 2009.
    - Working in Real PC .Com Pvt .Ltd. as a Trainee- Technical Support Engineer (Sister Concern of Altruist Technologies Pvt.Ltd IT Park Panchkula) from 7th of February 2013-5th of August 2013.
    - Working in Red Leaf Worldwide Education & Immigration Consultants Chandigarh as a IT Engineer from 1st of April 2014 -15th of September 2015.
    - Working in Beta Soft Systems Pvt. Ltd. as a IT Support Engineer from 19th of October 2015- 18th of March 2016.
    - Working in Eden Critical Care Hospital as a Executive-IT from 26th of September 2016- 3rd of July 2017.
    - Working in Emerald Education Consultant & Immigration Advisor Private Limited as a Sr.Executive-IT from 18th of September 2017 -18th September 2019.
    - Working in Ojas Super Speciality Hospital as Executive-IT from 25th September 2019-Till Date.

# PERSONAL DETAILS

**Date of Birth** : 06th August 1988

**Gender** : Male

**Marital Status** : Single

**Address** : #359 Sector 26 Panchkula(Haryana)

**Interest & Hobbies** : Making Friends, Listening to Music, Playing Cricket & Internet Surfing

**Languages Known** : English, Hindi and Punjabi

# DECLARATION

I hereby acknowledge the above information to be true and correct to the best of my Knowledge and belief.

**Place:** Panchkula **(GAURAV)**