##### CURRICULUM VITAE

##### SAHEB JAN sahil

##### 

**Ho no. 267 Sikarikol District-Mau Uttar Pradesh -276306**

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**Objective:**

To pursue a challenging career in a leading and progressive organization offering opportunities where my skills can put in for the accomplishment of a project and provide motivation, ambience and cutting edge technology, where I could have ample scope for learning and opportunity to show my talent with a sense of dedication towards my duty. All this, contribute to my perpetual appetite of learning. Prepare myself to obtain workplace experience which will help me to achieve my overall goal of becoming a business leader with a strong background.

**EDUCATIONAL QUALIFICATION:**

**Education Levels :** Have done B.A. (72.2%)

**Institution :** Board of Uttar Pradesh (55.66%)

**Year of Completion :** 2007 (55.66%)

**TECHNICAL QUALIFICATIONS:**

Diploma in Computer Hardware & Networking 2year processing (Jet king Noida)

**Total Experience:**

***4years Experience in IT Hardware & Networking***

***3years 10 months Experience in Skill Sector***

(FTCP TOT Certified Trainer)

**Company:**

***Prasentaly working with Human Care Pvt Ltd as a Q team From Feb 2021 DDU-GKY Khatima Udham Singh Nagar***

**Worked with JITM Skills Pvt.Ltd. As a center Manager from Aug 2017 to Jan 2021**

**Center Manager, JITM Skills Pvt Ltd. Kashipur, Uttrakhand**

* Work on The different Project and Center Setup ,**Like (PMKK, DDUGKY PMKVY, UKSDM, ,**
* Attend professional meetings, educational conferences, or teacher training workshops to maintain or improve professional competence.
* Confer with other staff members to plan or schedule lessons promoting learning, following approved curricula.
* Guide or counsel students with adjustment problems, academic problems, or special academic interests.

**Technical Key Skills** :

* Wi- Fi configure ( Net gear ,TP Link, D-link ,Tenda etc)
* Install LAN, WAN Network, Crimping & Cabling ,Configure DHCP and DNS
* Troubleshoot network issue and internet
* Mass Mailing , SMS shoot, Manage Webmail
* Network Printer Installation and local printer
* Outlook configuration and add signature
* Data uploading and downloading from remote server
* Managing Firewall Nebero, and 4ogate
* Manage internet speed balance through firewall Gateway
* Creating user and group through firewall
* Manage load balancing of internet
* Manage CCTV in group of multiple locations ( DVR and NVR)
* Manage VPN by firewall and Port forwarding
* Work on remote desktop support
* Assembling and Disassembling Desktop and laptop
* Troubleshoot faulty module and replace in desktop and laptop
* Install Biometric Machine Make report monthly from Biometric machine
* Take data backup from Server to local system
* Create User Accounts and group in CRM And windows
* NAS Configuration and management, all type of data backup in NAS
* Installation of all types of application software, windows OS and Linux OS

**Backend support**

Work on Ms Word, Excel, PPT PowerPoint

Attend meeting on Daily basis

Collect work report from backend

Manage all venders

Manage our domain for work development

Mass Mobilization, Center Setup

**Worked with SIEC Education Pvt. Ltd (As Network Administrator) From May 2015- Aug**

**2017**

**Roles and Responsibilities with SIEC education Pvt. Ltd.**

* Wi- Fi configure ( Net gear ,TP Link, D-link ,Tenda etc)
* Mange intercom (PBX)
* Install LAN, WAN Network, Crimping & Cabling , Configure DHCP and DNS
* Work on TCP/IP v4 , Manage IP range
* Troubleshoot network issue and internet
* Mass Mailing , SMS shoot, Manage Webmail
* Network Printer Installation and local printer
* Outlook configuration and add signature
* Data uploading and downloading from remote server
* Managing Firewall Nebero , Alto, and 4ogate
* Manage internet speed balance through firewall Gateway
* Creating user and group through firewall
* Manage load balancing of internet
* Manage CCTV in group of multiple locations ( DVR and NVR)
* Manage VPN by firewall and Port forwarding
* Work on remote desktop support
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* Install Biometric Machine Make report monthly from Biometric machine
* Take data backup from Server to local system
* Create User Accounts and group in CRM And windows
* NAS Configuration and management, all type of data backup in NAS
* Installation of all types of application software, windows OS and Linux OS

**Worked with A to Z Properties &Builders Pvt. Ltd.As a Network Administrator from Nov- 2013 to May 2015**

**Roles and Responsibilities with A to Z Properties & Builders Pvt. Ltd.**

* Domain configuration & Creating Sub Domain in WHM & manage C Panel
* Data uploading and downloading
* Network Printer Installation & Crimping & Cabling
* Drivers, Antivirus Software, Applications Software Installation
* Computer Assembling & Dissembling
* Maintenance, Trouble Shooting & Error Handling
* Data Backup & Restore
* MS Outlook Configure & Trouble Shooting
* Webmail Management & DNS Configuration
* CCTV Configuration and install hardware devices
* Remote Access & Desktop Support
* Work on 99 Acres & Magic bricks & Common Floor
* Leave & attendance Management
* Maintaining Daily, Weekly and Monthly MIS

**Worked with Prop mind Realty Pvt. Ltd. (As a Network Administrator from August 2013 to October 2013**

**Roles and Responsibilities with Prop mind Realty Pvt. Ltd.**

* Domain configuration & Creating Sub Domain in C Panel
* Data uploading and downloading
* Network Printer Installation & Crimping & Cabling
* Drivers, Antivirus Software, Applications Software Installation
* Computer Assembling & Dissembling
* Maintenance, Trouble Shooting & Error Handling
* Data Backup & Restore
* MS Outlook Configure & Trouble Shooting
* Webmail Management & DNS Configuration
* CCTV Configuration and install hardware devices
* Remote Access & Desktop Support

**Worked with HSB Estate Pvt. Ltd. (Desktop Support) from Feb 2012 to July 2013.**

**Roles and Responsibilities with HSB Estate Pvt. Ltd.**

* Network Printer Installation & Crimping & Cabling
* Drivers, Antivirus Software, Applications Software Installation
* Computer Assembling & Dissembling
* Maintenance, Trouble Shooting & Error Handling
* Data Backup & Restore
* MS Outlook Configure & Trouble Shooting
* Webmail Management &DNS Configuration
* Windows 7,8 and MS office 2007,2010 installation
* Create user and group in CRM

**Skill Set:**

* Good written & verbal communication skills.
* Proficient with MS Excel, MS PowerPoint ,MS Word
* Ability to work in a team and motivate others.
* Possess leadership Qualities.
* Hardworking, Creative, Self-motivated and believe in systematic and sincere
* Approach to work.

**Personal Statement:**

##### The process of shaping my aspirations and seeking my passions has required that I interpret the everyday life experiences that form my life mosaic. These enhance my learning spirit in all that I do. The humble parental background instilled in me discipline and the drive to make a place for oneself in this motley crowd. My unfazed enthusiasm and the perseverance to make my dreams come true should prove to be an asset for any organization. I look forward to contributing effectively to my area of work

**Personal Profile:**

Name: MD. SAHAB JAN

Date of Birth : 05-02-1991

Father’sName: Rahamatullah

Sex: Male

Marital Status: Married

LanguageKnown: English and Hindi

Nationality : INDIAN

**Hobbies:**

Reading Books, Novels, Travelling

**Declaration:**

I hereby, declare that the information furnished above is true to the best of my knowledge.

PLACE- Noida **SAHEB JAN**