**Narendar Singh**

Mobile: +91-9311805033| Email: panchalnarendar007@gmail.com

Address: #832 Sohna Road Saroorpur More Near RSPL.

Faridabad, Haryana – 121004

**PROFILE SUMMARY**

System Administrator with a hands-on approach and technological mind-set for designing and implementing IT network architecture, including configuration, optimization and supporting network management systems.

**Career OBJECTIVE**

Intend to build a career with leading corporate environment with committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in challenging and creative environment where I can utilize my knowledge and expertise in company growth.

**STRENGTHS**

Continuous learning, innovation & entrepreneurship. Apart from this, I would like to leverage the power of existing & emerging research techniques to solve complex business problems and thus aid in superior decision making by the management.

**GOALS**

Improve the quality of a work, complete a work within stipulated time and ensure a steady growth of a company.

**ORGANISATIONAL EXPERIENCE**

**Securelynkx Networks**

**Jan-2016 – DEC 2017 (2 Years)**

Eros Hotel, Nehru Place, New Delhi,

Technical Support Executive L1

**Airnat Internet solutions**

**Aug-2018 - MAY-2019**

N.I.T, Faridabad, Haryana

Technical Support Executive L1

**Saama Infratech PVT LTD**

**June-2019 – JUNE 2021**

Sec-35, Faridabad, Haryana

Account Receivable (AR)

AR follow up with medical insurance of the patient.

Creating and maintaining the daily reports.

Filing and updating all claims on CRM

Denials and Disputes from insurance

PACIFIC BPO PVT LTD

June 2021 to December 2021

Hospital Billing

Denial Management

A**ccountabilities**

* *Installed, configured, and maintained the functionality of company desktop systems, together with peripheral appendages and software.*
* *Kept in constant touch with vendors to resolve problems as quickly and efficiently as possible.*
* *Provided computer system support for both staff and customers.*
* *Ran regular checks, tests, and tracking procedures to prevent or identify problems*
* *Instructed employees on extending life of computer system through proper use.*
* *Performed routine maintenance on all user accounts, data files, etc.*
* *Installed or advised installation of upgrades to prevent malfunctioning.*

**ACADEMIC DETAILS**

* *MCA from Maharishi Dayanand University.*
* *BCA from Maharishi Dayanand University.*
* *Class 12th Haryana Board, Faridabad*
* *Class 10th Haryana Board, Faridabad*

**IT SKILLS**

* *PC Assembling / Dissembling.*
* *Total computer Hardware Troubleshooting.*
* *LAN, WAN, Network Installation and Troubleshooting.*
* *Network Cabling, Making Cables and Troubleshooting.*
* *Operating System (Microsoft windows, Red Hat Linux, Mac.*
* *Printers installation and configurations (Local & Network printers)*
* *Microsoft-Office (word, excel, power point, Access, Outlook).*
* *Software installation and manage, logical operations.*
* *Support via remote tools: TeamViewer, Any desk, VNC.*
* *Windows Server Operation & Configuration (ADDS, DNS, DHCP, VPN and Group Policy.*
* *Routing protocols (STATIC / RIP / OSPF / EIGRP / BGP).*
* *Configure Wireless Network.*
* *Browsers’ based apps*

**CORE COMPETENCIES**

* *Ability to perform with minimal or no supervision.*
* *Outstanding communication ability, verbal and written.*
* *Multi-tasking ability, organization.*
* *Effective problem solving*.

**PERSONAL DETAILS**

Name : Narendar Singh

Date of Birth : 10th Aug 1990

Language Known : English, Hindi.