CURRICULUM VITAE

Mangesh S. Naykodi

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Objectives: **-** Seeking a full time position to utilize my knowledge and skills that I have achieved in my studies and experience. It has been my professional ambition to join a company that is driven to excellence and promotes professional development based on an employee's dedication, loyalty and hard work.

IT Skills*: -*

Installation /Troubleshooting of applications software like, Tally, all Design software's etc on the client side.

Network Printer configuration.

Configuration of mail clients (Office 365, Apple Mail, Ms Outlook & lotus note).

Remote support to end users for email queries.

In IT Infra Installation & Co-Ordination with IT Vendors.

Documented and maintained supply of all required inventory.

Coordination with vendor with different level.

VNC Configuration and team viewer configuration.

User Creation, Updation & Deletion, Domain Joining in Windows Server.

Office365, MS outlook configuration and troubleshooting.

Academic Qualification: -

Qualification	Board/University	Year of Passing
BCA	Skyline Institute of Management & Technology	2014
B.A.	Mumbai University	2011
H.S.C.	Mumbai Board	2006
S.S.C.	Mumbai Board	2003

Technical Expertise: -

Completed Jetking certified Hardware & Networking Professional Courses from Jetking.

Sr. No.	Course Content
1.	**Diploma in Hardware & Networking** 1. **Assembling, installation & trouble shooting of PCs.** 2. **Computer Networking (N+)** 3. **Installation of operating system win 10, win 7, win 8.**
2.	**Computer Maintains, Finding Fault in computer.**
3.	**Computer Analysis Basic Application Ms-office.**

Work Experience: -

Freespace by Workplace Fabric

Duration	12 Month
Designation	**I.T. Admin (Windows & Mac)**
Description	Mac OS, Microsoft 10 / 7/ 8/ Xp . **All lines of Apple hardware including Apple TV.** **Dell, Hp, Mac Book (Pro), desktops and laptops. Scanners, printers.** **Office 365, Apple Mail, MS Office 2016, 2013. MS Office 2010. ITunes 11.** **Apple Utilities. Safari. Firefox. Adobe Acrobat. Adobe Creative Suite. Coral. Final Cut Pro.** **Configuration of mail clients (Office 365, Apple Mail, Ms Outlook & lotus note).** **Installation of antivirus software and update the same. resolved the All In On hp and Dell machines related hardware issues.** **Installation, configuration and troubleshooting of Windows, Mac.** **Desktops As well as Laptops (Mac Os , Win10, Win 7, XP, vista).** **Remote support to end users for email and Software queries.** **Participating in weekend maintenance activities, as required.** **Diagnose all hardware, software, and OS problems (Mac & Windows).** **Assist in installations of software and hardware.** **Mac OS upgrade path and help in the purchase process.**

Creativelandasia Pvt.Ltd

Duration	5 Year 11 Month
Designation	I.T. Executive (Windows & Mac)
Description	Verified and overhauled target hard disk. Identified the most up-to-date version of firmware Available. Configured local administrator user account and network Connections. Managed to identify existing utility and acted accordingly. Mac OS, Microsoft 10 / 7/ 8/ Xp . All lines of Apple hardware including Apple TV. Dell, Hp, Mac Book (Pro), desktops and laptops. Scanners, printers. Office 365, Apple Mail, MS Office 2016, 2013. MS Office 2010. ITunes 11. Apple Utilities. Safari. Firefox. Adobe Acrobat. Adobe Creative Suite. Coral. Final Cut Pro. Configuration of mail clients (Office 365, Apple Mail, Ms Outlook & lotus note). Installation of antivirus software and update the same. resolved the All In On hp and Dell machines related hardware issues. Installation, configuration and troubleshooting of Windows, Mac. Desktops As well as Laptops (Mac Os , Win10, Win 7, XP, vista). Remote support to end users for email and Software queries. Participating in weekend maintenance activities, as required. Diagnose all hardware, software and OS problems (Mac & Windows). Assist in installations of software and hardware. Mac OS upgrade path and help in the purchase process.

Personal Detail: -

- ✓ **Date of Birth** : - 26st Jul 1985

- ✓ **Nationality** : - Indian

- ✓ **Language (Speak and Write)** : - English, Hindi & Marathi

- ✓ **Marital Status** : - Married

- ✓ **Hobbies** : - Cricket, Watching Movies
  Listening to Music

I, hereby affirm that information in this document is accurate and true to the best of my knowledge.

Place: Mumbai

(Mangesh S.Naykodi)

Date: