

RESUME

CHARANJEET KADARIYA

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CAREER OBJECTIVE:

- Would like to initiate my professional career in the upcoming IT Sector wherein the skills and the knowledge that have been acquired by me are utilized for the companies and self growth mutually.
- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company
- Seeking an entry-level position to begin my career in a high-level professional environment.
- To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.
- Seeking a challenging career with company.
- A highly organized and hard-working individual looking for a responsible position to gain practical experience.

ACADEMIC QUALIFICATION:

- Pursuing MBA 2nd Year from Swami Vivekanand Subharti University Meerut in (2022)
- BA from Swami Vivekanand Subharti University Meerut in (2020)
- 10+2 Passed from N.I.O.S BOARD in (2017)
- 10th Passed from CBSE New Delhi in (2015)

EMPLOYEMENT (Experiences = 3+ yrs.)

- **Capital Trust Ltd. (Sultanpur), Delhi (Trainee-IT)**
 - Start my Career from (Jan-June'2020)
 - Check daily routine work like (Internet,Wifi,Printer)
 - Contact for all end-user issues including logging and resolving problems and requests while working
 - Troubleshooting of Desktop & Laptop
 - Resolve employee query on daily basis
 - Setup a system with installation and configuration on urgent basis
 - Resolve the issues with in time period
 - Stand with senior and to help them as a supporting role

- **OD Business Solutions Pvt. Ltd. (Udyog Vihar), Gurugram (System Engineer)**
 - Start my Career from (Oct'2020-Aprill'2022)
 - Check daily routine work like (Internet,Wifi,Printer)
 - Contact for all end-user issues including logging and resolving problems and requests while working
 - Troubleshooting of Desktop & Laptop
 - Resolve employee query on daily basis
 - Setup a system with installation and configuration on urgent basis
 - Resolve the issues with in time period
 - Connect to VPN (Sophos)
 - Stand with senior and to help them as a supporting role

- **Ramy Infotech Pvt. Ltd. (Palam-Dwarka), Delhi (System & Network Administrator)**
 - Start my Career from (May'2022-Oct'2023)
 - Check daily routine work like (Internet,Wifi,Printer)
 - Contact for all end-user issues including logging and resolving problems and requests while working
 - Troubleshooting of Desktop & Laptop
 - Resolve employee query on daily basis
 - Setup a system with installation and configuration on urgent basis
 - Resolve the issues with in time period
 - Connect to VPN (Sophos)
 - Stand with senior and to help them as a supporting role

- **ACME MEDIA CREATIONS Pvt. Ltd. (Lado Sarai), Delhi (IT Executive)**
 - Start my career from (Nov'2023 to present)
 - Check daily routine work like (Internet,Wifi,Printer)
 - Troubleshooting of Desktop & Laptop
 - Resolve employee query on daily basis
 - Setup a system with installation and configuration on urgent basis
 - Resolve the issues with in time period
 - Stand with senior and to help them as a supporting role
 - Have to visit the site to see that the IT work is being done by our side

ACHIEVEMENTS:

- I was rewarded for my work best performance

IT SKILLS:

- Completed Hardware & Networking Course (JCHNE) from Jetking (Vikaspuri)
- Diploma in Computer
- Knowledge of Internet

TECHNICAL SKILLS:

- **Hardware:**
 - Troubleshooting of PC
 - Assembling & Disassembling of PC
 - Basic Knowledge of Hardware Components
- **OPERATING SYSTEM:**
 - Windows Installation
 - OS Troubleshooting
- **Networking:**
 - Basic knowledge of Networking Devices
 - Creating Ethernet Cable
 - Punching I/O

AREA OF INTEREST:

- Watching Technical Videos
- Listening to music & to sing a song (in a free time)

PERSONAL DETAILS:

Name :Charanjeet Kadariya
Father's Name :Chander Kumar Kadariya
Date of Birth :22nd -Nov-1996
Gender :Male
Marital Status :Unmarried
Language Know :Hindi, English
Nationality :Indian
Address :Plot No.56A,Flat No.22,Top Floor
Block-B, Street No.-13, Guru
Harkishan Nagar Matiala Ext.
Nawada, Uttam Nagar,New
Delhi-59

DECLARATION: - I hereby declare that all the details furnished above are true and best of myknowledge.

DATE:

PLACE:

SIGNATURE

Charanjeet Kadariya