

CURRICULUM VITAE

Kundan Singh

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Present Address

H.No - 412H, G-Block
Adarsh Enclave, Aya Nagar
Phase – 6, Delhi -110049

OBJECTIVE:-

To work in a Company where I can utilize my Technical Skills for the Development of the Company and for my Technical up gradation.

Professional Summary:-

To achieve excellence in the field of computer networking through application of extensive technical knowledge and practical application experience. Now aiming for next rewarding and challenging opportunity to enhance my technical skills while working with a progressive organization Work Experience.

Currently working for Achiever Apparels PVT LTD.

19 Feb. 2020 to till date.

Manager – IT

Job Responsibilities:-

- Responsible for manage information technology and computer systems.
- Approval and Sanction for New System, Server and IT assets requirements.
- Take Quotation and done work by vendor and manage IT related work.
- Responsibility for Audit systems and assess their outcomes.
- Handle annual budget and ensure cost effectiveness.
- Planning for Networking in newly built departments.
- Assist in maintaining the organization.
- Create new E-mail ID of user, in C panel and give limit to user and e-mail id configure.
- Responsible for taking website backup, restore backup. And Working in maintaining and preparing the website.
- Co-ordination between all department.
- Rate procurement with the suppliers of IT materials.
- Creation of Original Software / systems list in the company.
- Installation, Configuration, Troubleshooting of windows XP, Vista, Win 7, Win 8 ,Win 8.1 Win Server 2003, 2008 R2, Win Server 2012, 2019.
- Responsible for Installation & troubleshooting of Server, Desktop, Laptops, Printers, Scanner.
- Responsible for Installation & troubleshooting of Console & MS Outlook 2007, 2010, 2013,365.
- Responsible for Installation & troubleshooting of all Local & Network Printers.
- Responsible for Installation Tally (ERP), SAP, ERP and BUSY & troubleshooting.
- Responsible for Installation, configuration of Data card, Wi-Fi & VPN.
- Good Knowledge of Access Point, Firewall & Basic knowledge Router in different series.
- Implementing Terminal server and configuring users for remote desktop access.
- Responsible for Creation of new user and providing them the necessary right as in Active Directory.
- Giving access to user, Make & delete User accounts, Assign Security & Policy on user's accounts and Delegation.
- Basic knowledge of exchange server 2010, 2013 and office 365.
- Internet Manage a MPLS and lease line Airtel, TATA & Sify.

- Responsible for check viruses attack, Update antivirus.
- Responsible for check attached all Local & hubs systems with IBM Server.
- Responsible for Daily, Weekly & Monthly Backup & Restore backup.
- Responsible for providing online help to customers.
- Responsible for Managing and troubleshooting CCTV Camera.
- Responsible for Managing biometric attendance.
- Responsible for Managing barcode.

BPI India Pvt ltd. (S. Chand Group Company)

IT Administrator/ IT Manager.

25 Aug. 2016 to 18 FEB. 2020

Job Responsibilities:-

- Responsible for manage information technology and computer systems.
- Approval and Sanction for New System, Server and IT assets requirements.
- Take Quotation and done work by vendor and manage IT related work.
- Planning for Networking in newly built departments.
- Create new E-mail ID of user, in C panel and give limit to user and e-mail id configure.
- Responsible for taking website backup, restore backup. And Working in maintaining and preparing the website.
- Co-ordination between all department.
- Rate procurement with the suppliers of IT materials.
- Creation of Original Software / systems list in the company.
- Installation, Configuration, Troubleshooting of windows XP, Vista, Win 7, Win 8 ,Win 8.1 Win Server 2003, 2008 R2, Win Server 2012.
- Responsible for Installation & troubleshooting of Server, Desktop, Laptops, Printers, Scanner.
- Responsible for Installation & troubleshooting of Console & MS Outlook 2007, 2010, 2013.
- Responsible for Installation & troubleshooting of all Local & Network Printers.
- Responsible for Installation Tally (ERP), SAP, ERP and BUSY & troubleshooting.
- Responsible for Installation, configuration of Data card, Wi-Fi & VPN.
- Good Knowledge of Access Point, Firewall & Basic knowledge Router in different series.
- Implementing Terminal server and configuring users for remote desktop access.
- Responsible for Creation of new user and providing them the necessary right as in Active Directory.
- Giving access to user, Make & delete User accounts, Assign Security & Policy on user's accounts and
- Responsible for Managing and troubleshooting DNS and DHCP server.
- Basic knowledge of exchange server 2010, 2013 and office 365.
- Internet Manage a MPLS and lease line Airtel, TATA & Sify.
- Responsible for check viruses attack, Update antivirus.
- Responsible for check attached all Local & hubs systems with IBM Server.
- Responsible for Daily, Weekly & Monthly Backup & Restore backup.
- Responsible for providing online help to customers.
- Responsible for Managing and troubleshooting CCTV Camera.
- Responsible for Managing biometric attendance.

Techworld Enterprises Pvt. Ltd.

IT Administrator.

March-2009 to 19-Aug-2016

Job Responsibilities:-

- Installing & Troubleshooting of Operating system, Win 98, 2000, XP, 2003, Drivers, Antivirus, & Application Software.
- Assembling, Disassembling, Maintenance & Troubleshooting of Pcs, Hardware Peripherals & Internet, Taking daily routine Backups of all systems.
- Installing & Configuring Hardware Devices like Printer(Network & Local), Modems, Scanner, LAN cards for internet, installing, configuring & troubleshooting of MS Outlook, support-configuration & Troubleshooting etc.
- Troubleshooting of Servers hardware.
- Analyzing and identifying the cause of problem and the circumstances of the problem and to provide appropriate solution for the same.
- Researching and resolving the problems
- Maintenance and Upgrade of H/W and S/W as per desired.
- To maintain the H/W and S/W inventory.
- Provide Remote Support & Telephonic Support to User & End User Support on site.

Educational Qualification

- Passed Secondary from Uttarakhand Board.
- Passed Higher Secondary School from Uttarakhand Board.
- Graduation from Delhi University.

Technical Qualification

- Completed Advance Diploma in COMPUTER HARDWARE AND NETWORKING FROM JETKING.
- CCNA(Cisco Certified Network Associate) FROM JETKING.
- Basic knowledge of router & Firewall.
- Basic knowledge of DTP.
- Basic Knowledge of Tally ERP.

Technical Skill Set

Operating Systems

Windows Server 2003, 2008, 2013, 2019 Server, Windows 2000, XP, Vista, Win-7, Win-8, 8.1,10,11.

Strengths

Quick learner with an ability to rapidly achieve organizational integration. Fully committed, Good communication, interpersonal, and technical skills. At ease with multiple and concurrent responsibilities.

Personal Details:-

Father's Name	:	Mr. Daulat Singh
Date of Birth	:	20 th July, 1985
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Male
Languages Known	:	English & Hindi
Hobbies	:	Listening Music & Playing Cricket

Classified - Internal use

Permanent Address : H. NO. 412H, – G Block,
Phase - 6, Aya Nagar,
Delhi - 110047

Date : _____ / _____ / _____

Place: _____

Kundan Singh