CURRICULUM VITAE

PANKAJ KUMAR SAINI
S/o Sh. SURINDER KUMAR
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Career Objective:-

Looking forward for a Challenging and Significant Career, to Work in Professional
Environment Where I can enrich my Skills and Work towards the Organizational goals.

Core Area Objective:-

- Strong technical skills and excellent team player.

- Ability to learn new technologies quickly

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TECHNICAL /OFFICE SKILLS

Hardware Skill:-

➢ Trouble shooting the networking related problems.
➢ Trouble shooting & maintenance of PCs.
➢ Installation of Operating Systems – windows, linux, server's.
➢ Installation of various software.
➢ Installation of device drivers & hardware components.
➢ Installation of Local & Network Printer.
➢ Handel CCTV cameras, bio matrix machine, Installation driver of CCTV and All software.

Network Skill (CCNA):-

➢ Network devices "Repeater, Hub, and Switches & Routers etc.
➢ IP addressing.
➢ IOS Command Line Interface.
➢ Configuration Protocols RIP v1 & v2, IGRP, EIGRP, OSPF.
➢ Routing (Static, Default, Dynamic)
➢ Virtual LAN Configuration
➢ Telnet Configure.
➢ Configuration DHCP
➢ OSI MODEL

Website Management

➢ Manage and working on website (Tool- Word press, PHP, SQL, PHP My Admin. .
net etc)

OFFICE SKILL
- Familiar with current office Management
- Well verse in Office records
- Knowledge of ERP, Office software, including email, spreadsheets and databases
- Managing filing systems
- Developing and implementing new administrative systems, such as record management
- Organizing the office layout and maintaining supplies of stationery and equipment
- Manage the trends and challenges of office network systems as a result of new Technology.
- Responsible for maintaining Company confidential records
- Maintenance of Library and Software.
- In charge of Printing and stationery
- Event management & Calendar management

Job Profile
- Working on checkpoint Firewall, Fotigate firewall and Cyber roam firewall. Manage UTM.
- Installation of active directory services 2012, creating users, groups.
- Handle ERP system and manage.
- Handle local area network/ EPBX machine.
- Manage Intercom/ telephone.
- Manage and Install CCTV camera IP and HD
- Installation of operating system 2008, 2010 and latest
- Implement windows software update server.
- Installing and managing exchange server 2003, 2008, 2012.
- Implementing virtual private network
- Installation and configuration of window server 2000, 2003, 2008 & 2012 and latest.
- Installation and working on DNS, DHCP, FTP server.
- Installation and working on ACTIVE DIRECTORY
- Configuration router and work on router.
- Installation and working on UNIX and Linux, configure & working on Proxy Server,
- Installation M.S office and work on M.S office (word, Power Point, Excel…..)
- Working Coral Draw, Photoshop & Website designing, Making pamphlet
- Working on http://ku.digitaluniversity.ac/ KUK university portal.
- Conduct Online Exam TCS/ Sift (Role TCA/LanHead)
- Working on AICTE portal/ Apporval Process
- Digital marketing Sale product online,
- Troubleshooting Hardware networking and security system
- Handle our team and manage

Professional Qualifications:
- Diploma in Computer Hardware, Networking & Security System Management. From: IACM Ambala - A unit of IACM Smart Learn Ltd. New Delhi. Program Name: Master Connect in Computer Hardware, Networking & Security System Management. Duration : 14 months
- MCSE (Microsoft Certified System Engineer in Windows 2003 track) (WIN XP= [070-270], [70-290]) done
- Complete my study MCSE CCNA
- 3 Month diploma in PHP From GNIIT
- Degree in Office management (secretarial)

Job Experience:

- Bhagwati Steel Sales in Derabassi working as a IT Head (01 june 2019 to 15 sep 2019)
- 5.8 year Experience in Golden Texo Fab Pvt.Ltd in panipat Worked as a IT assistance in IT department.(1 Sep 2013 to 31 May 2019)
- 10 Month Experience in TSG Globle Service Pvt. Ltd (Noida). As a Role of Supervisor & **T.L. Manage 45 members**. (24 Nov 2012 to 30 Aug 2013)
- 1 Year Experience in Edutel IT Solution Ambala Cantt. Worked as a T.L. Handel 26 Team members. (July 2011 to June 2012)

Academic Qualification:

- Complete my Graduation from KUK University (Kurukshetra), Subject- office management and Economics.
- MCA Pursuing from ignou university
- 10th from C.B.S.E board
- 12th from C.B.S.E board

Strengths:

- logical and creative thinking
- Positive Mind set
- Hard working & great commitment to the work

PERSONAL INFORMATION

Date of Birth   :   13-mar-1989
Father name   :   Sh. Surinder Kumar
Interest & Hobbies   :   Listening music, Surfing net
Marital Status   :   Married
Gender   :   Male
Nationality   :   Indian
Languages Known   :   English, Hindi, and Punjabi

I here by certify that all the information above is true to best of my knowledge.
PANKAJ SAINI
Place: AMBALA CANTT