

Resume

Career Objective:

A Professional Challenging Career, which will provide opportunity for continuous growth and learning with a dynamic organization which values individual contribution.
To work with full dedication and gaining professional's skills, competence and excellence this will develop my personality and enrich my experience.

Educational Qualification:-

B. A. from Jai Narayan Vyas University 2008

Professional Qualification:-

Computer Hardware & Maintenance from Prodh Siksha Kendra, Jodhpur.

Computer Skills:-

Windows XP, Vista, Windows 7,8, 10,11 & Open Suse 18.2 (Linux), Ubuntu

Applications:-

M.S Office, Outlook Express, Data Recovery.

Employer:-

- Eight Years 2005- 2013 Experience in Quicserv Computers, Jodhpur as a Computer Hardware & Networking Engineer.
- Dec 2013 To Aug 2023 Experience in Forte Foliage Pvt. Ltd. Asso. With Rajasthan Patrika Pvt. Ltd. As A I.T Engineer.
- Sep 2023 to till date work with Rajasthan Patrika Pali as I.T & Admin In charge.

Function Skills:-

- Creating Network access for new hire, assigning them appropriate permissions as per role.
- Creating mailbox and setting.
- Giving access to shared drives and home folders as per requirements.
- Installation of All O.S & Application
- IP Camera Installation & Configure
- All Type Laser Printer & Dot Printer Repairing
- Administration In charge in the field, providing leadership and guidance to a team of up to 54 staff. Highly organized, with a focus on efficiency, accuracy, Logistic management. Finance & Legal work.
- Preparing monthly work status report and updating technology specific documents.
- Repair and recover from hardware or software failures. Coordinate and communicate vendors if is in Warranty.
- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Present the suggestions for the seniors of employees and implement their order.
- Train the new employees.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
- Responsible for monthly bills, vendor negotiation, assist employees with benefit changes.

Personal Qualities:-

- Responsible and honest.
- Time bounded and eager to know the new things.
- Able to work individual as well as in group.
- Excellent communication skills in writing and verbal both.

Personal Details :-

Name : Naveen Mishra
Father's Name : Shri Rajendra Singh
Date of Birth : 05th August 1985
Languages Known : English & Hindi
Marital Status : Married
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Key Strengths :-

Always trying to improve my skills and knowledge.
Team sporty and honesty can work efficiently & smartly in groups.