

Saket Sharma

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Experience

Assistant Manager - IT

MEDIVERSAL HEALTH CARE PVT. LTD

SR.EXECUTIVE IT

SOFTROCK TECHNOLOGIES PVT. LTD, NOIDA, IN

Install, upgrade, support and troubleshoot Windows OS, authorized desktop applications, hardware, and peripheral equipment.

Coordinate and execute preventative maintenance and remedial repairs on computers, laptops, printers, and peripherals.

Return defective equipment to maintenance inventory, document customer repairs, and maintain and restock parts inventory to maintain spare parts levels.

Monitor, operate, manage, troubleshoot, and restore service to terminal service clients, PCs, or notebooks with authorized access to network.

Assisted end-users in using new and existing technology, provided coaching and one-on-one training.

Managed laptops, desktops, and printers companywide.

Senior Facilitator

DAV Kulachi Hansraj Model School, Ashok Vihar, Delhi, IN

Delhi

24th Aug 2015 to 15th June 2017

Designation: Senior Facilitator

Network management: user maintenance, allocating resources to users, maintaining user public and shared folders and desktops.

Install updates, software upgradation, archive data, assist with data export for school administrative systems.

Diagnose and report the faults to the service provider and the maintenance contractor.

Classroom support for operation of computers, softwares and peripherals across the network.

Check the functioning of all the networking connections and components.

Inventory management of the computer and other networking devices.

Preparation of Server room and installation of Server Rack, Switches, Routers, Cabling, etc.

Configuring and connecting Video conferencing Between all centers, Installing New desktops and Laptops

Configuring MS outlook and troubleshooting, Internet configuration, LAN configuration Wi-Fi configuration

Sr.Engineer IT

PARAS HOSPITAL (Gurgoan)

Jan 2020

IT Admin - New Software implementation like HIMS, Windows OS, Linux, Antivirus, Mail Server, Backup Server
New Hardware Installation, Configuration, and user training
Assembling and up gradation of all systems, maintenance of warranty record & AMC's
Mail Admin -Daily checking database size, user creation, modification, group configuration
Printer Admin -Maintenance the Network printer and repair
Payroll (HR) database configuration, backup, software installation .Manage Hardware and software inventory
Record

Monitoring of EPBAX Server and wireless networkConnections.
MS Outlook and Outlook Express, Mozilla Thunderbird configure and Troubleshooting
CCTV Camera Checking and maintenance
Control Internal and external contact (Address Book) updation and provide user end.
Network Admin -Arrange the Structure cable
Maintenance of warranty record & AMCs
Linux Admin -Installation and configuration
HIS- Administration of User/New User: roles and rights
Responsible of maintaining the record of Laptop, desktop, Data Cards, Mobile Phones and other IT hardware of the company.
Responsible for the movement of IT hardware
Preparation of new requisitions and procurement of IT hardware and software on regular basis.

Executive IT

Jul 2013 - Feb 2015

PARAS HMRI HOSPITAL LTD

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MAHAN COMPUTER SERVICES' (NEW DELHI, HEAD OFFICE)

Executive IT

Jul 2012 - Jan 2013

Personal Visit

to the sites/ Centers to handle technical issues related to IT.

Coordination and assistance to the various department of computer center on IT support.

Have experience in creating new IT setups for online examination systems

Assessment of hardware requirement for the upcoming site and forward the same to the Purchase Department for hardware Procurement.

Responsible for receipt of delivery of IT consignment. Responsible for proper storage and security of the consignments.

Have experience in Installation of Desktop Installation, Printer and Photocopier Installation, WI-FI access point installation, antivirus, etc.

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Installing Symantec End point Protection Client and servers for the center, Troubleshooting on laptop and desktop

IT officer

Sep 2011 - Mar 2012

GEE ISPAT PVT. LTD, DELHI, IN

Troubleshooting the system problems.

Maintaining the database and records

Coordinate with the vendors

Training the new recruits and employees

Technical Consultant

Aug 2010 - Aug 2011

VAISHALI DIAGNOSTICS

Troubleshooting computer hardware & software. Network Troubleshooting. Planning new computer system purchase.

Develop new system requested by superior.

Manage multiple areas of technology and multiple departments.

Oversee, training of staffs in all departments.

JAMSHEDPUR(INTERNSHIP)

Jan 2008 - Jan 2008

TATA TECHNOLOGY LIMITED

Topic: - Online Document Viewer System.a web interface.Where all major operating systems have functional web browsers available.

TATA TECHNOLOGY LIMITED, JAMSHEDPUR(INTERNSHIP)

Duration: - 2 Months (2008)

Project: Fault registry maintenance system

Objective: To know about the faults in the existing work system and its recovery.

(Based on Java Struts using Eclipse Web Developer and Jakarta Tomcat 5.0 at TATA Technologies, JSR

Skills & Specialisation

Ms Office, Wins, Vpn, Switching, Dhcp, Active Directory, Dns, Linux, Apache, Microsoft Exchange

Education

Jan 2010
Information technology

B.I.E.C

Jan 2006

Jan 2002
Secondary Education