

# Curriculum vitae

**JANAK M.JOSHI**

201 AVKAR FLAT

NEAR BHAGVATI CIRCLE

KALIYABID

BHAVNAGAR

GUJARAT-364002

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- **OBJECTIVE**

Seeking a challenging position in a progressive organization to excel and grow with the organization

- **PROFESSIONAL PROFILE**

- Three year & six month of progressively responsible maintenance and administration experience in a number of industries including banks, finance and insurance institution, and government sectors
- Worked with Alix systems and received consistent praise from client for meeting deadlines.
- Proven ability to plan and execute strategies, develop customer relation and manage resources to produce profitable growth
- Organized teams and date to improve employee productivity, able to organize and focus efforts of others.

- **PERSONAL DETAILS**

NAME : Janak m.joshi

Date of Birth : 8<sup>th</sup> june 1984

Gender : male

Marital status : married

Nationality : Indian

Languages known : English, Hindi,( Gujarati mother Tongue)

Hobbies : sports, music, Troubleshooting in computer hardware & Networks

- **EDUCATION**

| <u>Examination</u> | <u>University/Board</u> | <u>Year of passing</u> | <u>Percentage</u> |
|--------------------|-------------------------|------------------------|-------------------|
|                    |                         |                        |                   |

|         |                  |          |         |
|---------|------------------|----------|---------|
| T.Y.B.A | Bhavnagar uni    | Mar-2004 | 52.00%  |
| H.S.C   | GSEB-Gandhinagar | APR-2001 | 64 .50% |

• **TRAINING & CERTIFICATION**

|                                                                                                                                 |                                                                                |                     |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------|
| <b>Diploma in computer Hardware &amp; networking Including Basic electronics, Hardware,N+,CCNA, REDHAT, Windows server 2008</b> | <b>Jetking (Mumbai)</b>                                                        | <b>CLASS- A</b>     |
| <b>DR. C.V. RAMAN UNIVERSITY POST GRADUATE DIPLOMA IN COMPUTER APP(PGDCA)</b>                                                   | <b>BILASPUR(C.G) (JULY-2012-JUNE-2013)</b>                                     | <b>CLASS-A(67%)</b> |
| <b>Certificate in computer concept</b>                                                                                          | <b>Dr.Babasaheb ambedkar open university</b>                                   | <b>CLASS-B</b>      |
| <b>INTEL WORK-SHOP 2008</b>                                                                                                     | <b>Department of computer science, Bhavnagar university &amp; Alix systems</b> | <b>-</b>            |

• **TECHNICAL SKILLS**

|                        |                                                                                                                        |
|------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Hardware</b>        | <b>Desktop &amp; Server Assembling &amp; Troubleshooting</b>                                                           |
| <b>Operting system</b> | <b>Windows 98, xp, vista, windows 7,server2003/2008, linux Red hat install&amp; Troubleshooting</b>                    |
| <b>Application</b>     | <b>MS outlook, outlook express, MS office 2003/2007/Broking house software/Hospital software like HMS And Catalyst</b> |
| <b>Printers</b>        | <b>Lan Printer,Dot matrix, Deskjet, Laser &amp; passbook printers Troubleshooting</b>                                  |
| <b>Networks</b>        | <b>LAN Configuration &amp; Troubleshooting</b>                                                                         |

• **PROFESSIONAL EXPERIENCE**

- **Alix Systems 10/10/2004 to 17/04/2008**

**Designation:**

**Joined as Customer supported engg from 10<sup>th</sup> October 2004 & 3 year  
Maintenance Administrator**

- **Key job Responsibilities:**

- Managed LAN/WAN maintenance, operating system and hardware maintenance for some of the key including Banking, industries, insurance, and Government sectors.
- Being Customer field Engineer in Alix systems, Gujarat in Bhavnagar I managed customer relations and provided in-time solutions to customer escalations. provided clients with hardware, software, & network recommendations when necessary.
- The installation and configuration of the windows 98, xp professional & vista, windows 7
- Implementing structure cable LAN network of Desktop and one server.
- The installation and configuration of the any kind of printer, modem, scanner.
- Assembling & Disassembling of the computer.
- Responsible for the maintenance of the entire organization's computer maintenance.

- **April 2010 – Bansal Finstock Pvt Ltd , Bhavnagar**

- **Server Engineer**

- Troubleshoot and Manage with Lan Printer , Scanner , Hardware FortiGate 110c Firewall ,IBN Blade server ,Anti virus server(Tread Micro Office scan) ,FTP server, Cisco L2 switches(2960) , L3 switch(3750) Troubleshoot Operating System like Windows Xp , Windows Vista , Windows 7 , Windows Server 2003
- Help our Inside Staff and Outside Branches to Install / troubleshoot problems with our Trading Software and Outlook related Problem.
- **Manage configure and Troubleshoot Brokinghouse software Like Odin Manager,Odindiet,Odinclient, Bolt,Now, and Backoffice and electronic contractnote,protector, etc.software**
- Daily maintain Server Updating and Back-up procedure with latest patches

- **April 2011 – Present . TradeDeal Financial Services Pvt. Ltd.**

- BACKOFFICE EXECUTIVE
- Backoffice in client manage client bill related query sol

- Backoffice software TECH-EXCEL in all exchange segment bill process and send bill by ECN
- Daily client running account
- Monthly daily billing process
- backoffice related All work done
- Broking house in DP daily process and pay-in pay-out process

- **February 2021 To March 2022 – Present : BHANSALI VALUE CREATION PVT LTD.**

- AP Registration process
- Rentation report process
- NBFC Account opening process
- Margin short related process
- Weekly bank balance submit to exchange
- Back office related total work like weekly and monthly ledger sending
- Client Back office related all query sol
- I declare that all the above information here provided is true to the best of my knowledge

- **March 2022 – Present : Hanumanth Hospital.**

- Hospital in Software Like HMS Catalyst and Pharmacy Software in dailybase Report to Trusty and HOD and maintenance and troubleshooting
- Hospital in Scheme Related query sol in software
- AMC CMC Renew
- Hospital in Network and switch cisco 1000 Dlink/Digisol maintenance and troubleshooting
- Dell and IBM Server maintenance and troubleshooting
- Day to Day SQL Backup Given and log maintain
- Hospital all Computer maintenance and troubleshooting
- Hospital All Printer maintenance and troubleshooting
- Hospital in All department Software maintenance and troubleshooting and Renew
- New IT equipment Purchase and maintain day to day
- HR all Bio matrix device maintenance and troubleshooting

- FortiGate 40F Firewall All user wise configure and manage
- Visual HMS, Pharmacy software GST108, and Hospital management software Catalyst  
Manage and Troubleshooting clien and user query sol
- All Hospital Staff Technical support And Probleam soluction provide

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