

Respected Sir/Mam,

I would like to introduce myself as **IT and Management** specialist in **Teaching, Training and Management/Technical Support** from **CCS University Meerut** seeking future in the IT industry. I am looking for a career where I can maximize my skills with a positive and clear approach.

If your organization is in need of a skilled and dynamic contributor, I would consider myself, ready to relocate to anywhere in India and would use my potential to understand the needs and achieve the objectives.

Please find here enclosed with this letter a copy of my latest resume that will furnish you with the details relevant to my job exposure skills, trainings and education. As my resume indicates, I have established a solid work history encompassing a variety of diverse environments. I possess excellent interpersonal skills accompanies with the ability to relate effectively to a multitude of individuals on all levels of intellect.

Concerned as yours is a highly reputed company with which I desire to build up my career so I would be grateful to you for considering me for your organization.

The accomplishments noted within the accompanying resume will illustrate my skills, experience, values and the vision that I can bring in your concern. I can be reached at any time in the mentioned telephone numbers and look forward to hearing from you. I wish all the best endeavours for your esteemed firm and for you. I hope you will revert at the earliest.

Sincerely your's

Sanjeev kumar

9557170077 9897401010

Enclosures: **Resume**

SANJEEV KUMAR

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OBJECTIVE

Seeking a responsible and challenging assignment suitable position with a growth-oriented organization where I can leverage my extensive professional experience. I'm confident to excel at any opportunity that is offered to me. I'm self-driven and determined to succeed with strong value for professional accountability. I should be working thereby tangible results & to get a respectable, reputed & challenging post in this esteemed organization with job satisfaction and looking forward for a simulative work in environment and scope the grow

Career Highlights

- I Have **6+ Years** of Experience in IT Education/Training and Business Development with Technical and Management/Expertise in The Implementation, Operations and Support Functions.
- Comprehensive Understanding of Networking Concepts Pertaining To LAN And WAN, Information Security, IT Communication, And Maintenance In Multi-Platform Environments.
- Adept in Analysing Information System Needs, Evaluating End-User Requirements, Custom Designing Solutions, Troubleshooting for Complex Information Systems Management

PROFILE & STRENGTHS

- ↻ Currently working as as a **Centre Manager** with Bharat Skill Solution at Bijnor (1st sept 2017-working).
- ↻ Equipped with the knowledge of various software, hardware and IT applications with demonstrated capabilities in providing technical support and structuring customized solutions to meet customer's specific needs.
- ↻ High performing with proven professional diligence & calibre in Software Development & E-Commerce Technologies targeting optimal operational performance & client satisfaction.
- ↻ Excellent Relationship Management skills, with the ability to conceive profitable and efficient solutions utilizing technology. Industrious individual, thrive on a challenge while working effectively with all levels of management and the people therein.

TECHNICAL SKILLS SET

Operating System	Windows XP/Vista/7/8/8.1/10 build1703, Unix/Linux (Ubuntu, Red Hat, Kali), Dos
Programming Knowledge	Windows Server 2K8/2003/2008/2012 R2 C, C++, Java,.NET, C#, VB, SQL, HTML, DHTML, JSP&Servlet
Packages Known	MS-office, DTP, ,Internet Applications ,TallyERP9.0, Busy3.9,Drafting
Internet Marketing	SEO,SMO,On/Off Page,Fb,Google+,Twitter
Web Technologies	SP, Servlet, Struts 1.1, Hibernate 3.2.6, XML & JavaScript, JSTL, POJO, JavaBeans, CSS,html
Back End	MySQL 5.0, Oracle 9i (PL/SQL)
IDE & Web Server	Eclipse Ganymede 3.2, Apache Tomcat 5.5.23, Editplus2, My Eclipse, xamp
Other Tools Utilities	Ant 1.7.0, Log4J 1.2.13, J Unit 4.4 Disk Manager, Fdisk, Partition, Magic, Antivirus
Other Subjects	S/W Engineering, SAD, MIS, VB, Theory Of Computation, Digital Electronics, Network Security etc.

MORE SKILLS

WINDOWS BASED

- *OS installation, configuration and troubleshooting.*
- *Installing, configuring and maintaining all type of application softwares and antiviruses*
- *Managing/handling windows XP/7/8/8.1/10, server 2003/2008/2012/2012 R2, remotely and locally.*
- *Handling remote desktop connection& terminal services*
- *Knowledge of **TELNET & IIS.***
- *Installing & managing Software through group policy on client computers.*
- *Installing network printers in a local network and configure it.*
- *Password Cracking.*
- *Virtualization.*

LINUX BASED

- *Installing, configuring and troubleshooting Ubuntu, Red hat, Kali Linux.*
- *Configure printer, install **Open office/WPS, joining to Domain** etc.*
- *Installing All General Softwares.*

SERVER BASED

- *Troubleshooting the server hardware problem.*
- *Run upgrade firmware program on Server.*
- *Exchange server: Create user & Mailbox of user, Installation exchange 5.5/2003 server, Migration, SMTP connector, Public folder etc.*

NETWORKING BASED

- *Troubleshoot the Lan connectivity*
- *Configure and manage Lan network*
- *Troubleshoot the hub, switch and other Network Devices.*
- *Punching the lan cable*
- *Peer-to-Peer, Client-Server Networking, TCP/IP, OSI layers, Routing, Sound Knowledge of LAN/WLAN installation and Troubleshooting, Active Directory, DHCP, DNS.*

HARDWARE BASED

- *All-in-one desktop related trouble shooting, change and diagnose the part.*
- *Laptop maintenance and troubleshooting hardware related issues.*
- *Printer troubleshooting*
- *Replace the part in printer (Laser printer, inkjet printer, dot matrix printer).*
- *Hands on assembling, configuring and Installation of windows/Vista/7/8/10/Server 2003/2008 troubleshooting of all types Network and Local Printers*

DETAILS OF EXPERIENCE

- Working with Bharat Skill Solutions, Bijnor as a Centre Manager. (1st Sept 2017-working)
- Worked as as a Technical Head cum Senior Computer Faculty at Mahadev Educational Society (Aptech). (3rd Oct 2016- 31st July 2017).
- Worked as a Centre Manager with ICFE, Najibabad. (28th Aug 2013 - 30th sept 2016).
- Worked for 1Point1 Solution Pvt. Ltd., New Delhi as a Technical Support & Network Engineer (22nd Jun 2011 to 13th Aug 2013).

RESEARCH PAPERS/PROJECTS

Title:	"Store Management System"
Organisation	Bhagwant Institute of Technology Muzaffarnagar
Period:	March 2010 to Jun 2011
Language used:	C++, Visual basic 6.
Title	"Staff Management System"
Organisation	Bhagwant Institute of Technology Muzaffarnagar
Technology	Java, JSP, Servlets, JDBC
Review	The main motive of the project is to automate the procedures to be handled by our staff members there. Project provides the various interfaces matching the need of our system. Backed by the oracle database, this system is capable of getting the reports for various transactions viz, fee reports of candidates, salary report of permanent and visiting employees, Incentive reports, Assessment report of employees and employee upgradation reports.
Comments	I was inspired to develop this project as I have developed the same project in C++ in Bhagwant Institute of Technology Muzaffarnagar, Uttar Pradesh as my academic project. But this project works beyond the result of my academic project, and it benefited me a lot.

EXTRA CURRICULAR

- Member of cyber club.
- Actively participated in Seminars and Tech events.

EDUCATIONAL AND PROFESSIONAL CREDENTIALS

- **MCA** from BIT MuzaffarNagar affiliated MTU Noida.(pursuing)
- **CCC** and **"O" Level**.from NIELIT.
- **BCA** from BIT MuzaffarNagar affiliated to CCS University Meerut.
- **12th** from U.P. Board. PCM
- **10th** from U.P. Board. PCM
- Diploma in **Hardware Networking** from Government polytechnic Bijnor with **"A"** Grade.
- Diploma in **Computer Operator** from Government polytechnic Bijnor with **"A"** Grade.

PERSONALITY TRAITS

- **Willingness to learn**
- **Team work**
- **Active listener**
- **Hard Working**
- **Leadership Quality**

Strength and skills

- ✓ Strong communication skills.
- ✓ Desire to pursue hard in carrier heights.
- ✓ Dynamic and adaptive in nature.
- ✓ Optimism and dedication.
- ✓ Excellent presentation skills.
- ✓ Quick learning attitude.
- ✓ Self-motivated.
- ✓ Highly Organized
- ✓ Innovative
- ✓ Enthusiastic
- ✓ Friendly with an upbeat attitude

Summary of Skills

- ✓ Ability to create an effective teaching method for the trainee.
- ✓ Ability to handle the behaviour of Students and research skills
- ✓ Highly skilled in using the various tools to make the teaching interesting and effective i.e. books, films, music, and games
- ✓ Ability to interact with the children effectively so they can learn quickly i.e. rhyming games, storytelling, and acting games
- ✓ Ability to motivate the children, so that they will consider themselves a special personality
- ✓ Capability to cope up with the individuals and problem solving attitude
- ✓ Ability to communicate with parents and good organizational skills
- ✓ Self Confidence, Positive approach and Hard Working.
- ✓ Continual learner, able to easily grasp and implement new ideas and concept.
- ✓ Ability to maintain good inter-personal relations.
- ✓ Highly energetic, enthusiastic and with an ability to achieve the targets even under pressure.
- ✓ Sound Communication skills, Sincere, Target Achiever, Honest, Quick-Learner, Go-getter, and Passion to achieve the goal, interact with others, explore new things, Problem analysis and solving
- ✓ Highly motivated, innovative and having good communication and interpersonal skills.
- ✓ Ability to adapt the new changes and attitude to continuously upgrade understanding on the developing concepts.
- ✓ Attitude to work in teams and lead the team towards the targets.
- ✓ Ability to explain technical concepts and ideas in a clear and precise way.
- ✓ Self-motivator and excellent team player.

POSITIVE POINT

- Completion work with both accuracy and Precision, respecting people.
- Individual: An Optimist, Co-operative, Self-inspired and Go-getter.

Hobbies

- ✓ Listening Music, coding computer Programs, making new friends and interacting with new people, Netsurfing in Forum, Yoga and Meditation.

AREA OF INTEREST

- Management.
- Business Development Process.
- Software and web development.
- E-commerce

PERSONAL DOSSIER

Father's Name	: Jayram Singh
Date of Birth	: 8 th July 1990
Sex	: Male
Marital Status	: Married
Religion	: Hindu
Nationality	: Indian
Language Known	: English & Hindi

Expected CTC:

Negotiable

References:

Self

DECLARATION:

I, Sanjeev kumar son of Mr. Jayram Singh, declare that all statement(s) made above are true and genuine in all respect. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

DATE: 1st -sept- 2019
PLACE: Bijnor, UP 246701

(SANJEEV KUMAR)
(IT Expert)