

MANOJ KUMAR GAUTAM

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Personal Blog <https://selftechonline.blogspot.in>

Professional Summary

A detail-oriented professional with a passion for service in the information technology industry. Skilled in a wide range of desktop applications, their uses, and how to maintain and repair them. Expert interpersonal communicator who is not satisfied until the customer is satisfied.

Skills

- ✓ *Analytical*
- ✓ *Quick Learner*
- ✓ *Loyal and Discreet (maintain confidentiality)*
- ✓ *Flexible*
- ✓ *Responsible*
- ✓ *Efficient*

Total Work Experience 3.10 years

As a C.M & Trainer Total Experience 2.9 years

As a Technical IT Engineer Total Experience 1.1 years

Designation- Assit. Manager & Trainer

July 19, to Dec 19

Company- Delhi Institute of Computer Education (Aya Nagar, New Delhi)

- ✓ To Manage Daily Database of Every Students.
- ✓ Course Directions
- ✓ Providing Facilities
- ✓ Improving Skills of Student Providing them extra Classes.
- ✓ Help of others Employees etc.

Designation- Network Engineer

Jan 19, to June 19

Company- Timing Technology India Pvt Ltd.

- ✓ Going to Different Locations on a Project of PET and PST Test for Candidates.
- ✓ Handling PST Machines and Installing or Uninstalling Devices
- ✓ CCTV Coverage
- ✓ Handling Devices
- ✓ Solving Network Issues
- ✓ Work on SQL Server database and Generating daily Reports, etc.

Designation- Desktop Support Engineer

May 18, to Nov 18

Company – Think Computers (Nehru Bhawan, Hazratganj, Lucknow)

Project – UP112 Control Room OMC Ghaziabad 201013

- ✓ Configure antivirus software to fully protect IT environment.

- ✓ Monitor the performance of the computer systems and address issues as they arise.
- ✓ Provide technical support for software reconfigurations to aid in function customization.
- ✓ Test software performance throughout the desktop network to ensure peak performance.
- ✓ Install computer hardware and software on desktops to keep versions current.
- ✓ Initiate and complete Microsoft Windows server operating system updates.
- ✓ Network with LAN/WAN and active directory for continuous company connection

Designation – Center Manager & Trainer

Feb 16, to May 18

Company – Silverline Computer Institute (Balaganj, Lucknow 226003)

- ✓ Daily Batch Management.
- ✓ Monitoring Daily Report of every Student.
- ✓ Checking Software and Hardware maintenance in every week.
- ✓ Providing Special Classes in Every Month at all Branches.
- ✓ Providing Latest updates for Software.
- ✓ Software- MS Office, Photoshop, Corel Draw, Page maker, Tally, Basic C++, etc.
- ✓ Computer Hardware, Storage and Online Clouds.

Certificates

• **JCHNE + Cloud V1**

- ✓ Basic English with Communication
- ✓ Hardware Devices maintenance and Troubleshooting
- ✓ Different Operating Systems & Troubleshooting
- ✓ Network Essentials
- ✓ Modern Workplace
- ✓ Windows 7,8,10
- ✓ CCNA
- ✓ Fundamentals of Linux
- ✓ Fundamental of Server 2012, 2016
- ✓ Employability
- ✓ Internet of Things (IoT)
- ✓ Basics Ethical Hacking
- ✓ Network Security and Management

• **ADCA (Advance Diploma in Computer Application)**

- ✓ Windows Programs (Notepad, Wordpad, Paint, Command Prompt) Ver. XP,7,8,10
- ✓ Microsoft Office 2013 & 16 (Word, Excel, Access, Power Point, Outlook)
- ✓ DTP Software (Photoshop CC 2018, Corel Draw x7 & x8, Pagemaker 7.1)
- ✓ Basic C++ Language

• **Tally ERP 9.0**

- ✓ Accounts and Inventory Maintain
- ✓ Creating Groups, Ledger and Voucher
- ✓ Journal Entries
- ✓ Cost Centre and Cost Category
- ✓ Purchase and Sales order Process
- ✓ Manufacturing, Debit and Credit Voucher'
- ✓ Budget, Scenario and Interest Calculation

- ✓ Price Level, Currency
- ✓ Balance Sheet
- ✓ TDS, Payroll, GST

- **CCC Certificate**

- ✓ Introduction to Computer
- ✓ Introduction to GUI Based Operating system
- ✓ Elements of Word Processing
- ✓ Spreadsheet
- ✓ Computer Communication and Internet
- ✓ WWW and Web Browsers
- ✓ Communication and Collaboration
- ✓ Making Small Presentation

Education

- | | |
|----------------|------|
| • B.com | 2017 |
| • Intermediate | 2013 |
| • High School | 2011 |

Personal Details

Date of Birth	16/07/1996
Sex	Male
Language known	Hindi & English
Nationality	Indian
Marital Status	Unmarried

Hobbies and Interests

I enjoy being outdoors when I am not at work, so I am active in gardening and outdoor sports such as bicycling. To be active in the community.

Declaration

I'm keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Place:-

Date:-

Manoj Kumar Gautam