

**Resume**

**mohammad**

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**CAREER OBJECTIVE**

* As a budding professional, I am looking ahead to pursue a challenging career in an organization, utilizing my skills for the growth of my organization, which in turn will provide an environment where ethics and talent reign supreme, leading to my professional and personal growth.

**PROFESSIONAL QUALIFICATION**

* Completed JCHNP CLOUD– (Jetking Certified Hardware and Networking Professional) 2014-2015

# Completed Course DCA.

**ACADEMIC QUALIFICATION**

* Graduation (B.Sc) from Magadh University Bodhgaya in Year 2015.
* Higher Secondary from B.S.E.B. Patna in Year 2010.
* Secondary from-B.S.E.B. Patna in Year 2008.

**EXPERIENCE**

* Company: Jetking Infotrain Ltd.
* Tenure: 05th May 2015 to 11th November 2016
* Position: Sr. Lab Coordinator

**Responsibilities:**

* Efficiently coordinate the operation of the computer labs and technical centers
* Respond to student inquiries
* Monitor, maintain and support the physical condition of the lab space, printers, computers and all office supplies therein.
* Training of staff and students.
* Coordinate the surplus process of old equipment
* Coordinate equipment ordering and installation (Computer, Printer, Network, keyboards, mice, etc).
* Coordinate and anticipate the need for informational items for lab users.
* Ensure that all equipment is physically secured.
* Work together with the Jetking Lab Image Specialist to ensure a secure and trouble-free desktop environment.
* Take an active role in envisioning new and improved quality of service and equipment
* Coordinate the installation of new computers and the repair of current computers in the labs
* Coordinate assessment of the lab program
* Other tasks and projects as assigned

**KEY SKILL AREAS**

* Hardware Assemble & Disassemble
* Windows XP,7,8,10&RedHat OS Installation,
* Microsoft Office 2007 & 2010 Software installation and Troubleshooting.
* Configure Microsoft Outlook.
* Work on Microsoft Word, Excel & PowerPoint.
* Printer Sharing & Troubleshooting.
* Configuring & Troubleshooting Access Point
* Cabling (Straight cable, Cross cable)
* Hands-on knowledge Hardware and Networking devices and IT management
* Switch LAN configuration and troubleshooting.
* Windows Server 2003, 2008, R2& 2012 installation.
* Installation & Configuration (ADDS, DHCP,WDS, DNS,)
* Installation VMware Workstation and Create Virtual Machine.

**PERSONAL DETAILS**

* Date of Birth : 15th January 1993
* Languages Known : English & Hindi
* Strength : Flexible & Keen Learner.
* Hobbies/Interest : Net Surfing & Listening to music.
* Visa Status : On Visit Visa