**RESUME**

**Chetan**

 **Email:** chetan-396724@gulfjobseeker.com

**Date of Birth:**1/04/1995

**IT COMMUNICATION AND DIGITAL MARKETING**

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes / utilizes my true potential while nurturing analytical and technical skills

**PROFILE**

* Experience in managing entire spectrum of functions related to **telephone Management, System Administration and Hardware Support including Implementing solutions.**
* Attention to detail with capability to switch to allied or varied technologies depending on project requirements.
* **Focused and hardworking professional** equipped with thorough knowledge and technical understanding coupled with an analytic bent of mind and confident to take challenging assignments.

**INDUSTRIAL TRAINING**

**Gauitam solar pvt ltd** (**okhla industrial area**) **1st June 2013to 10 July 2014**

Ihave completed industrial training at**gautam solar pvt ltd**

At there I worked in electronics department and learned how to operate the equipment of respective department.

**PROFESSIONAL EXPERIENCE**

**Unique services pvt ltd.(Under project of AIR INDIA) Working from 8 june 2015to8 nov 2015**

* **Telephone technician**
* Responsible for configuration, installation & troubleshooting of telephone instrument and the whole network of air india

 **Working from 10 dec 2015 to 28 dec 2018**

* **Ma**naging studio personnel (including sound engineers,staff members and artists).
* Scheduling recording sessions.
* Handling employee grievances.
* Plan and coordinate meetings with clients.

**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

* **Diploma** in Electronics and Communication engineering from Aditya institute Of Technology, New Delhi. It is affliated to **Board of Technical Education**(New Delhi).
* **INTERMEDIATE(+2) FROM NIOS BOARD**
* **BBA from Amity University ,Dubai from jan 2019 to jan 2021(pursuing)**
* **High school** from CBSE Delhi in 2011.
* **Area of Interest:**Digital marketing and communication feild

**Languages Known:**English, Hindi

**Date: (Chetan )**