**RESUME**

##### Description: 08022013125-001.jpgAMIT

Address: Flat No. A-15, Ordenence Appartment

H-Block, Vikaspuri,

New Delhi

Phone: +91- 9555037075 , 09034226303

E-mail: [amit3sangwan@gmail.com](mailto:amit3sangwan@gmail.com)

Date of Birth: 07 May 1989

Branch: Computer Science

Marital Status: Married

Father’s Name: Sh. Balwan Singh Sangwan

**CAREER OBJECTIVE**

Seeking position in the area of System Administrator, Maintenance/Security, Desktop Support,Technical Support with a growth oriented organization in IT-Software/Software Services, IT- Networking & Hardware where my skills and abilities can be utilized for the development and expansion of the organization, while being different and innovative, thus giving a professional and personal satisfaction.

**ACADEMIC** **PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/ Certificate** | **Board/ University** | **School / College** | **Year of Passing** | **Percentage** |
| DIPLOMA  (CSE) | STATE BOARD OF TECHNICAL EDUCATION. | Janta Polytechnic Butana  Sonipat (Haryana). | 2009 | 60% |
| 10th | C.B.S.E | Hindu Sr. Sec.School  Sonipat (Haryana) | 2004 | 52.6% |
| STATE ELIGIBILITY TEST | Haryana State Electronics Development Corporation Limited | Hartron | 2010 | |
| **B.TECH (CSE) from BITS Sonepat (MDU) 63% Year of passing 2013** | | | | |

**WORK** **EXPERIENCE**

**Three month worked on SAP at TOLL INDIA**

Geetangali Hospital **: Worked as an Administrator .**

**August 2014 – June 2015**

Lifeaid Medical Centre : **Worked as *an Admin Assistant* cum *TPA Coordinator*.**

**January 2014 - July 2014**

**WIPRO INFOTECH**

TECHNICAL ADMINISTRATOR **March 2013 – Decomber2013**

**WIPRO Ltd. (On Payroll of TSG Global Services Pvt. Ltd.)**

Working at WIPRO Ltd. for UIDAI Project (AADHAAR) in Haryana(Gurgaon, Pataudi, Farrukhnagar) as Tech Admin.

**PROJECT** – **UIDAI(Unique Identification Authority of India) AADHAAR**

# Roles and Responsibilities:-

* Installation, Configuration, Troubleshooting and Maintenance of Aadhaar Enrolment Client (Aadhaar Software).
* Addition of Aadhaar Database
* Master Data: Data related to Pin code, Post Office and Banks.
* Registrar Data: Data related to Introducers, Proof Documents and Registrar EA mapping
* User Credentials: Data related to user credentials (e.g. Operator/Supervisor)
* Avail Enrolment auth user and auth code and Register Enrolment Client with UIDAI after installation.
* On-boarding of Operator(s) and Supervisor(s) in order to perform enrolments.
* Installation, Configuration, Troubleshooting and Maintenance of biometric devices (Iris scanner, Fingerprint scanner and Camera).
* Guide Users to use System and software.
* Setup enrolment station.
* Ensure adequate stationary and other logistics related material are available at the centre.
* File, back up and store enrolment data.
* Manage data export and data backup to external hard disk. Take enrolment data to a designated
* location for transfer to CIDR.
* Sync the Aadhaar Enrolment Client (Aadhaar Software) every 7-10 days. Aadhaar Enrolment Client (Aadhaar Software)will not permit enrolments if it has not been synced at least once in 10 days.
* Maintain credentials of Operators and Supervisors and share Operator ,Supervisor enrolment ID/UID with CIDR.
* Ensure safe handling and storage of documents and transfer.
* Installation, Configuration, Troubleshooting and Maintenance of Laptops and Printers.
* Guide users basic Troubleshooting of Printers.
* Guide users basic Troubleshooting of biometric devices.
* Operating System Formatting, Installation and Upgrading.
* Antivirus Security Installation and Upgrading.
* User Accounts Creation, Configuration & Managing.
* Installation, Configuration, Troubleshooting and Maintenance of computer Software and hardware.

**OTHER RESPONSIBILITES PERFORMED**

* Data uploading using SFTP client to the CIDR (Central Identities Data Repository).
* Managing 60-70 operators.
* Helping Team Leader in Maintaining and Upgrading the Backup and Synch Tracker.
* Helping Team Leader in tracking total number of enrolments on daily basis.
* Creating and Upgrading the inventory details of all the equipment’s and devices available in store.
* Keeping track of working and faulty equipment’s and devices.
* Call logging to the vendors for faulty equipment’s and devices.
* Ensure availability of certified operators and supervisors at enrolment centres.
* Manage laptop and printers.
* Manage Data Backup and System Securities.
* Handle issues and concerns of operators and residents.

**TECHNICAL SKILLS**

* User Accounts Creation, Configuration & Managing.
* Knowledge of Virtual memory.
* Knowledge of Device Manager.
* Knowledge of Disk Management.
* Installation and Configuration of Local Printer and Network Printer.
* Installation and Configuration of Microsoft Outlook.
* Basic knowledge of Remote Tools.
* Data Backup/Restore.
* Operating System Formatting, Installation and Upgrading.
* Antivirus Security Installation and Upgrading.
* Computer assembling and maintenance.
* Troubleshooting software and hardware problems.
* Installing and configuring all the peripherals, components and drivers.
* Installing software and application to user standards.
* **Office Packages** : Microsoft Word/Excel/PowerPoint/Outlook

**OTHER ASSETS**

* Experience of managing 60-70 team members.
* Experience of coordinating with vendors.
* Experience of taking care of I.T hardware inventory and other logistics on a large scale.
* Experience of public dealing.
* Self Starter, Self Motivated, Quick Learner, has a can do attitude and Reliable.

**PERSONALITY**

* Capable of working independently, highly committed and sincere.
* Capable of taking any challenge and pressure in working environment.
* Keen to learn new things with all enthusiasm.

**MY** **STRENGTHS**......

* Dedicated towards work.
* Positive attitude.
* Ability to adapt the working condition.
* Ability to work in a team.

**IT and** **Computer Proficiency**

**Operating Systems:** Windows 2000 , Windows XP, Windows 7,

**Computer Applications:** Proficient in MS Office

**Applications:**  Internet

Declaration: I hereby certify that all the information provided here is true to the best of my knowledge.

Amit