Nishtha Garg

nishtha.garg29@gmail.com 7817921219

CAREER OBJECTIVE

To achieve high career growth through a continuous learning process, keep myself dynamic, visionary and competitive with the changing scenario of the world and to contribute for the growth of

Education Details

|  |  |
| --- | --- |
| **Certification** | **Details** |
| B.E. | Sal Institute Of Technology & Engineering Research CGPA 6 |
| HSC | I.P. SchoolPercentage 61% |
| SSC | Kendriya Vidyalya Sabarmati Percentage 67 |

Work Experience

* 6 Months Experience as a **HR Executive** in **Happiness Studio** –

# Ahmedabad (Jun 2016 - Dec 2016)

* Maintain Corporate Training
* Doing help in HR Consulting
* Technical IT Support at WIPRO (Client: Arvind Ltd. – Ahmedabad) Payroll: **Acute Informatics Pvt. Ltd**. (**Nov 2018 – Present**)
	+ Installing Windows Operating System
	+ Installing official Software into client machines
	+ Troubleshoot Printer Related Issues
	+ Troubleshoot Outlook Related Issues
	+ Troubleshooting O365 Related Issues
	+ Troubleshoot Network Connectivity Related Issues
	+ Troubleshooting booting related issues.
	+ Troubleshoot User Logon and Password Related Issues
	+ Provide Shared Storage with user access permission and configure network map drive.
	+ Installing device drivers.
	+ Managing and Performing Antivirus (**Symantec** ) Scheduled Activity

IT Skills

# Networking Skills

* Sound knowledge of major networking components & hardware components.
* In-depth knowledge of IPv4 addressing scheme using FLSM,VLSM & Summarization.
* Expertise in configuring & verifying routing configuration for a static, default as well as dynamic routing.
* Able to verify network status & operation using basic utilities such as ping ,tracert, telnet.
* Expertise in configuring & verifying VLAN , InterVLAN as well as trunking on Cisco L2 switches
* Abel to investigate , diagnose & resolve given network problems.

# Hardware and Computer Skill 

Hardware**:** Assembling & De-assembling ,Troubleshooting & Maintaince of PC

* + Client OS: Windows XP,7,8,8.1,10
	+ Antivirus: McAfee,Norton Antivirus

Personal Details

Address 41 Shivam Tenament Opposite Shailganga Society Chandkheda, Ahmedabad, Gujarat -382424

Date of birth 29/03/1994 Gender Female

Nationality India Marital Status Unmarried

Languages known English Hindi Gujarati