

NAVEEN SHARMA
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Current Location: Ajmer, Rajasthan

Looking forward to challenging assignments

SUMMARY

- Reports and Documents Preparation
- Business Acumen to spot trends, pattern, deviations of output
- Departmental Coordination & Project Management
- Excellent Presentational, Analytic & Interpersonal Skills
- Team Coordination & Buildup Ability
- Strong Work Ethic and Pressure Handling
- MS Excel/Word and PPT (Excel Pivot, Lookups, charts, graphs)

SKILLS and TOOLS

LTE, Telecom, IT, BPO, Optimization, Troubleshooting, Office Work, MS Office, RAN, RNO, IT Support, Helpdesk, Vuze, MapInfo, Actix server, Site forge, JCP Jio Coverage platform, In-house, PMO Office, Microsoft server, Office 365, MS windows server, Servers, SCFT, SSCVT, Cluster, Testing, Analysis, Monitoring, KPI's, Excel, Net Velocity, Mass Mailing, Guidelines, PPT, Presentation, Customer Handling, Work Completion Certificate, 2G, 3G, 4G, 5G, TDD, FDD, GSM, Protocol, IP, DNS, Roadmap published daily, Presentation, Making Guidelines, LMS, Content writing, Typing 30WPM-95%Accuracy.

PROFESSIONAL EXPERIENCE- 5+ years

1. Synarion IT Solutions

Oct 2020 to Nov 2020

Locations – Jaipur, Rajasthan

Designation: Writer Intern

Job Responsibilities

- Content writer, Article writer, Blog writer

2. Platinum Gyan Pvt Ltd

Aug 2020 to Oct 2020

Locations – Jaipur, Rajasthan

Designation: LMS Engineer

Job Responsibilities

- Learning management system engineer, Educations Online e-Leaning

3. Skyway I-Net Solutions

Feb 2020 to Mar 2020

Locations – Jaipur, Rajasthan

Designation: Process Associates

Job Responsibilities

- Had to give loans at lowest interests rates to US customer

4. Teleperformance

Oct 2019 to Dec 2019

Locations – Jaipur, Rajasthan

Designation: Technical Support

Job Responsibilities

- Troubleshooting against Microsoft Products (Office-365, Windows OS) US customer.

5. Samsung India on Roll of Accord Synergy

Jun 2017 to Sep 2019

Locations -Ahmedabad Gujarat

Designation: RF LTE Optimization

Job Responsibilities

- Handling responsibilities of KPI PASS criteria against final ATP 11B, SSCVT, EMF Activities.
- Optimization - Ensure Proper Strength within best server plot and all KPI PASS to Threshold Value According to KPI Performance.
- Preparing guidelines, Making PPT's on Idea's to PARAMETER to PASS Against RSRP, SINR, THROUGHPUT and submission to Customer.

6. Samsung India on Roll of Link quest

Nov 2015 to Oct 2016

Reliance Cooperate IT Park - Mumbai

Designation: RF Optimization Engineer – PMO Department, WCC's

Job Responsibilities

- Handling responsibilities of WCC2 criteria against final ATP 11B, SCFT, SSCVT, EMF.
- Preparing guidelines, Making PPT's on Idea's to handle submission to Customer.
- Handling all Rejection Trackers and in coordination with Circle & HQ SCFT Teams for Resolving the Issue's in Reports.

7. Teleysia Network Pvt. Ltd.

Dec 2014 to Oct 2015

Location – Across Rajasthan

Designation: RF Engineer

Job Responsibilities

- Ensuring for Initial Site Planning of SCFT of New On-air Sites.
- Ensuring for Physical Optimization of Sites including Cluster Optimization.
- Analyzing of Network performance and carrying out optimization to meet KPI.
- Maintaining complete drive Test Log File and send it to Server.

CERTIFICATIONS

- The Threat Landscape- Network Security Associate1
- The Evolution of Cyber security- Network Security Associate2
- Vodafone Essar- Prepaid Induction program (Inbound process)
- NSEIT UIDAI Aadhar Exams certifications.

EDUCATIONAL QUALIFICATIONS

- Bachelor of Engineering in Computer Science from Rajasthan University, Jaipur. (64.11%) Aggregate.
- Secondary Examination- Central Academy School, Ajmer (51.00%)
- Senior Secondary Examination- Central Academy School, Ajmer (45.08%)

PROFESSIONAL ACHIEVEMENTS

- Promoted for Handling Quality Assurance And Recommendations for SCFT/SSCVT/CLOT.
- Prepared Release Version 4.0 for Guidelines and Recommendation for SCFT & CLOT Operation around PAN India.
- Successful Accomplished Clearing 130K SCFT's Test Operation as well as Completed 8K SCFT Rejected Site.
- Successful Accomplished Clearing 1K SSCVT's as well as 1.5K Ready to Front for SSCVT Test of Non meeting KPI as an Exceptions Evidences case.

PERSONAL DETAILS

- **Address** : 39/4, Anand Nagar, Ajmer-305001, Rajasthan.
- **Languages Known** : English and Hindi
- **DOB** : 10 September 1986
- **Marital Status** : Unmarried