**VIPAN KUMAR**

Cell No.- 9914272745

Mail ID- vipisankhyan45@gmail.com

My basic objective is to hone in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

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| **SKILL SET** | **PROFILE SUMMARY** |
| * Administration Support
* Maintaining Project Budgeting and financial implications.
* Maintaining SLA, Service Level Agreement and ATS, Applicant Tracking Systems.
* Build long-term Client relationships.
* Service Reports Creation
* Daily Data Backup and Activity.
* Project Management
* LAN & WAN Technologies.
* IT Infrastructure Management
* Network Management
* Vendor Co-ordination and Management
 | * Marg ERP 9+ Software, Stock Handling, Quotations.
* Assist in Sr. Human Resource for project requirement and Resource for facility Management Service Delivery.
* Recruitment, training, Attendance, Day to day activity, Project Management, Evaluating employees, taking corrective action when necessary etc.
* Responsible for finding and recruiting resource for vacant positions.
* Fulfill administrative process as necessary to ensure that all reporting, contract management and other functions are completed in a timely manner.
* Supervising day to day operations of the administrative department and staff members.
* Developing, reviewing and improving administrative systems, policies and procedures.
* Co-ordination with vendors and local procurement.
* Will create the dashboard for the business services to the user departments.
* Identify and suggest areas for service improvement.
* Reports of Availability, capacity and performance of IT Infrastructure resources.
* Maintaining asset records and Understanding SLA and track compliance.
* Maintain and optimizing software and inventory.
* Monthly performance and SLA review.
* Day to day project related issue and Daily data backup process.
* Follow up on actions from the meetings and monthly reporting of service levels.
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| **EDUCATION** |

* **B. Tech** in ECE from Punjab Technical University in 2010 with 70%.
* One month training on ‘Using Convergence Technology on CTIL Server’ in HCL INFOSYSTEMS LTD.
* Six months training on ‘Advance Networking Concept’ also in HCL INFOSYSTEMS LTD.

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| **ORGANISATION DETAILS** |

* Company : Ind Biosciences

 SCO- 324/325, IInd Floor, Sector – 38 D, Chandigarh

 Designation : Administration Manager.

 Duration : 13-Feb, 2019 to till date.

* Company : Aforeserve.Com Limited

 #120, Phase 3, Sector – 53, Mohali (Pub.)

 Designation : Project Admin (116554)

 Duration : 1-Dec, 2017 to 12-Feb, 2019.

* Company : HCL Services Ltd. (A subsidiary of HCL Infosystems Ltd.)

 Sector – 67, SAS Nagar, Mohali (Pub.)-160062

 Designation : Team Lead- Project (44009346)

 Duration : 21-Jan, 2011 to 30-Nov, 2017.

* Company : Loop Telecom Ltd.

 Phase-8, Ind. Area, Mohali (Pub)

 Designation : MNP Tester (260039)

 Duration : 16-July, 2010 to 15- Jan, 2011

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| **PROJECT DETAILS @ LOOP TELECOM LIMITED** |

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| **Sr. No.** | **Name of Projects** | **Designation** | **Locations** | **Start Date** | **End Date** |
| 1 | MNP | Tester | Phase 8, Ind. Area, Mohali (Pub) | 16-07-2010 | 15-01-2011 |

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| **PROJECT DETAILS @ HCL SERVICES LIMITED** |

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| 1 | **Forest Complex /IMTECH** | Apprentice Engineer | Phase-8, Mohali (Pub) and Sector 39 B, Chandigarh | 21-01-2011 | 31-01-2012 |
| 2 | **PHHC** | Backup Engineer | Sec 1, Chandigarh | 01-02-2012 | 04-05-2012 |
| 3 | **HPGCL** | Associate Engineer | Sec 6, Panchkula (HR) | 05-05-2012 | 31-01-2016 |
| 4 | **HPGCL** | Team Leader/Project | Panchkula, Panipat, Hisar and Yamunanagar  | 01-02-2016 | 30-11-2017 |

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| **PROJECT DETAILS @ Aforeserve.Com LIMITED** |

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| 1 | **HPGCL** | Project Admin | Urja Bhawan, HQ, Panchkula | 01-12-2017 | 12-02-2019 |

**PROJECT DETAILS @ IND BIOSCIENCES**

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| 1 | **All Over Punjab**  | Administration Manager  | All over Punjab | 13-04-2019 | Till date |

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| **ACHIEVEMENTS** |

* Appreciation certificate **HPGCL Corporate Office** for Managed IT Infrastructure and providing excellent support to clients.

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| **PERSONAL DETAILS** |

**Address :** H. No.-1166, 2nd Floor, Mori Gate, Manimajra, Chandigarh, Pin Code-160101 (UT)

**Father’s Name** **:** Sh. Prakash Chand

**Date of birth** **:** 14th May, 1988

**I hereby declare that the details furnished above are true and correct to the best of my knowledge.**

 S i g n a t u r e **D a t e:**

 **[Vipan Kumar]**