**RESUME**

**PAPPA DEY **

**Present address: H/N:- 214, Raj Path, Hengrabari, Near BJP office Ghy-36**

**Email: rhldey2@gmail.com**

**Mobile No: 7002281548**

**Career Objective:-**

**I want to grow with the organization and want to become a responsible person by doing hard work and want to deliver my best to the organization.**

**Professional Experience:-**

**NRC Project, Assam**

* **Worked as a Team Leader at State NRC office since December 2014 to 2015.**
* **Worked as a MIS Assistant and FTP Server Administrator since 2015 to October-2017.**

**Job Responsibilities: -**

1. **Coordinating with other team leaders at District and Circle levels for transferring of office verification lots.**
2. **Maintaining FileZilla Serveroperations i.e.user access configuration, uploading data, maintain log files and other technical requirements.**
3. **Daily, weekly, monthly report generation on various Data related to the project.**
4. **Doing analysis of various reports and reporting to immediate managers.**
* **Worked as Associate Consultant at Janus Advisory Services since November-2017 to August-2019 for SPMU, Office of the State Coordinator of NRC, Assam Ghy-5.**

**Job Responsibilities: -**

1. **Managing the configuration and operation of client-based computer operating systems.**
2. **Monitoring the system daily and respond immediately to security or usability concerns upgrading systems and having hardware and software problem solving abilities.**
3. **Install, configure, test and maintain operating systems, application software and system management tools**
4. **Desktop operating systems such as Linux and windows, Access control and attendance system configuration for new and existing users.**
5. **Monitoring & Troubleshooting of LAN, WAN, Routers, Switches, Wireless Connectivityand Firewall etc.**
6. **Knowledge of SQL Server, My SQL, PHP, HTML, CCS, Bootstrap, jQuery, MS Office (Excel, Word, Access, Power Point)**
7. **And also Knowledge of Ramdenu&Rodali, Unicode typing tools, Adobe Page Maker, Adobe Photoshop etc.**

**M.P. Agarwala Pvt. Ltd.**

* **Working as IT Professional & Trainee Manager at M.PAgarwala Pvt. Ltd. (Road & Building Construction Company) Since 1st September-2019 to till Date.**

**Job Responsibilities: -**

1. **Knowledge of Mobile APP tool Android Studio and database development tool Navicat premium, phpMyAdmin and SQLite database.**
2. **Android App Installation, Configure and Testing.**
3. **Coordinating with site supervisors for collecting data by using android app and also give technical support.**
4. **Daily, weekly, monthly report generation on various Data related to Android app and other site works like road execution, road survey, material.**

**Qualification:-**

* **H.S.L.C from Rongkut High School, Rangkut in 2008**
* **H.S (Science) from Abdul Hasib HS School, Hojai in 2010**
* **B.sc IT from NIIT under KUVEMPU UNIVERSITY in 2014**

**Other Qualification:-**

* **Tally 9.0**
* **Hardware and Networking**

**Key Strengths:-**

* **Hardworking.**
* **Dedication towards Work.**
* **Punctuality and Time Management.**

**Personal Details.**

**Permanent Add. : Vill :-Rongkut Block No-4**

 **P.O :- Rongkut Block No-4**

 **P.S :- Howraghat**

 **Dist :-KarbiAnglong**

 **State :- Assam**

**Father Name : BAPPI DEY**

**Date of Birth : 09-06-1991**

**Sex : Male**

**Nationality : Indian**

**Marital Status : Unmarried**

**Language Known : English, Hindi, Bengali and Assamese.**

**Hobbies : Internet Surfing,Interacting with people.**

**Declaration:-**

**I do hereby declare that the above mentioned statements about me are true to the best of my knowledge and belief.**

**Date: Signature**

**Place: GUWAHATI *PappaDey***