**Curriculum Vitae**

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**UMASHANKAR DWIVEDI   
Current Add:** Near Masjid, Jayant, Singrauli (M.P)

**Email:** [**dwivedimca87@gmail.com**](mailto:dwivedimca87@gmail.com)

**: 7000568721, 6307637010**

**Professional Summary and Objective:**

To obtain a challenging and rewarding position in Network Administration with an organization this recognizes my true potential and provides me sufficient avenues for professional growth through nurturing my technical skills and competencies.

**SUMMARY OF SKILLS**

* Passionate, diligent and focused Engineer with 7+ years of cumulative experience as a Network Engineer / System admin / Desktop Support Engineer/ Network Trainer.
* Technical knowledge & proficiency in system administration, network maintenance, hardware maintenance, Operating Systems, Linux, Windows (All versions) & MS- DOS and the willingness to learn and effectively apply new technologies.
* Analytical thinker, consistently resolving ongoing issues, often called upon to consult on problems that have eluded resolution by others.
* Extensive exposure to a comprehensive range of team activities, thrive on working in challenging environment.
* Demonstrated problem analysis/ resolution skills, ability to troubleshoot, solve problems quickly & completely.
* Excellent client management skills innate ability to build strong, lasting and mutually beneficial relationships.

**TECHNICAL SKILLS**

**Networking**

* Network processing, centralized and distributive network connection
* Installing, configuring and administering network technologies
* Ample knowledge in Windows 98 \ XP \ 2000 \ 2003 Server\Win 2007\Win 2008
* Active Directory management, NTFS security, Disk Cleanup and Fragmentation
* Good understanding of OSI Model, TCP/IP protocol suite (IP, ARP, ICMP, TCP, UDP, RARP, FTP, TFTP)
* Well understanding of Bridging and Switching concepts and LAN technologies
* IP addressing and Routing concepts
* VLAN: configuration
* Working knowledge of , DHCP Server, DNS Server , Proxy Server on Linux and windows
* Security administration port security on switch and IP security on Router via Access list
* Familiar with web technology HTML and CSS

**Hardware**

* Computer assembling and maintenance.
* Troubleshooting hardware and software problems.
* Installing and configuring the peripherals, components and drivers.
* Installing software and application to user standards.

**PROFESSIONAL EXPERIENCE**

**1. Shri Sai Mahavidyalay, Vindhyanagar JAN 2010 – Oct-2015**

**(Ref Cont.No:-9926185131 HOD Mr. M.Haque)**

**Responsibility:**

**1) Trainer- DBMS, Networking, Digital Computer Organization, JAVA, TALLY ERP9,VB.NET**

**2) Network Administrator**

* Managing system administration, networking and hardware management & maintenance in the organization
* I was accountable for providing real time support to client computes
* I had resolved all major issues of client sides like login error, printing dilemma, and connectivity problem
* Server management, controlling unauthorized access from students to companies' critical resources.
* Responsible for Troubleshooting & installation of computer Peripherals, hardware
* Responsible for the installation of Operating System, application software, assembling & General fault finding of software, & hardware.

**2. HINDALCO MAHAN-BARGAWA- Under Wipro Ltd. Oct-2015-OCT-2016**

**(Ref Cont. No-9644407361 IT Head Mr. Ritesh Gupta)**

**Responsibility:**

**Desktop support IT Engineer**

* Desktop support IT Engineer.
* Providing real time support to client computes by Team viewer App.
* I had resolved all major issue of client sides like login error, printing dilemma, and connectivity problem
* Handled more than 750 Users.
* Responsible for Troubleshooting & installation of computer Peripherals, hardware
* Responsible for the installation of Operating System, application software, assembling & General fault finding of software, & hardware

**3. External Examiners for the program PMKVYS-NSDC through Aspiring Minds**

**(Ref Cont.No:-8826410763 Clint Supports Mr. Shivam Gupta)**

* **FTNS (Field Techician Networking & Storage)**
* **Installation Technician - Computing and Peripherals & Field Technician Computing and Peripherals**

**4. NTPC–SSTPS under UPL (Sub Contractors-M/s Baba NeelKanth) DEC-2016- March-2019**

**Responsibility: Assistant HR(Technician) :**

**(Ref Cont.No:-7458011824 Sr. Manager (NTPC) Mr. P. Chandra)**

* Working under the HR Manger town ship.
* Creating the Not sheet for quarters allotment and IOM (inter office memo).
* Working on SAP R/3 for crating P.O (purchase order), PR (Purchase Requisition), bills for the payment.
* Working to maintained Excels sheet for maintaining the shops rent.
* Maintaining the data of entire Township (more than 3000 quarters) in respect of allotment and rent payment.
* Providing the Township Clearance to the contractors
* Assisting the Manager in overall Township management: like providing the data of unauthorized occupancy and security lapses.
* Looking after the arrangements at the time of VIP visits and National and other festival celebrations in the organization.

5. **Delhi Public School Vindhyanagar, Singrauli (MP) April-2019- present**

**Responsibility: Computer Operator (Technician):**

**(Ref Cont.No:-9406712570 Principal (DPS (V)) Dr. J. Pandey)**

* 116 Cameras Maintenance (Daily-to daily as per required) CCTV
* 14 Smart Class Maintenance (Hard were)
* Hindi English Typing

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| **PROFESSIONAL QUALIFICATIONS** |

* **Master of Computer Application (MCA)**  (Session: 2010-2014) First Division from **(63.23%)** Indira Gandhi National Open University (IGNOU).
* **Post Graduate Diploma in Computer Application (PGDCA)**  (Session: 2010-2011) Second Division from Indira Gandhi National Open University (IGNOU).
* **Bachelor of Computer Application (BCA)** (Session: 2006-2009) First Division from **(73.31%)** M.C.R.P. University, Bhopal (M.P).

**ACADEMIC QUALIFICATIONS**

* Intermediate (10+2) with PCB Group, securing first division from M.P. Board.
* High School (10th), securing second division from M.P. Board.

**STRENGTHS**

* Self-motivated, Drive to pursue goal, good interpersonal skills.
* Very Responsible and accountable person.
* Time Management Skills
* Grow Business by making personal relations.
* Very responsible for doing the all instruction given by HOD.

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| **PERSONAL PROFILE** |

: Umashankar dwivedi

Father’s Name : Shri S.N. Dwivedi

Date of Birth : 02-12-1987

Language Known : Hindi, English

Nationality : Indian

Permanent Address : Vill-Rajdiha , Post-Bellha

Distt- Sidhi (M.P)-486886

Place: Singrauli (umashankar dwivedi)

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