Shanmukh Nandurkar
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To seek a challenging position for analysis and Administration of Ion Digital Zone and Security in an environment that will allow for growth, recognition and opportunities for taking innovative steps using the latest technologies.

- Endowed with a passion for winning as evinced through excellence in academic & extracurricular areas.
- An effective communicator with strong analytical / logical skills and ability to relate to people at any level of business management.
- Possess analytical thinking and innovation & problem solving ability.
- A quick learner with the ability to work under pressure and meet deadlines.

TECHNICALPREVIEW

Work Experience:

Tata Consultancy Services(TCS-iON): 09th March 2012 – 15 Nov 2019 (7Yr 8Months)

Designation: Operations Executive

Work Description:

The main profile of this job was to execute our client **Tata Consultancy Services iON** online assessment projects which includes GATE, IIT-JEE, CAT, MBA-CET, AIIMS, Pharmacy-CET, MPSC, UPSC & a number of IBPS projects like SBI, RBI, IDBI, LIC, NIA, NIC, UIICL, MahaVitran, MahaGenco, MahaTransco & many more.

On the ground level I have to manage & train all the staff of online test center which includes Test Center Administrator, Invigilators & Volunteers about the online exam process this was carried out before the actual exam starts, however during & after the exam I have to carried out the different documentation related to the online exam which includes processing work orders & invoices, candidates call letters & attendance, online exam report etc.

On management level I have to book different online exams on different exam centres which includes scheduling of the candidate count to the exam centres depending on the candidate carrying capacity of each center along with the TCS personnel to be deployed in that center for that particular exam. Allocation & movement of online exam related logistics for each exam center.

On technical front I have to carried out different audits on exam centres which includes Power Audits, Network Audits & System Audits from which I derive the maximum candidate carrying capacity of each center, After this I have to run full mock test on all systems which ensures maximum load on all Network & Power instruments so that the actual exam will be smooth & uninterrupted, this process is carried out before the actual exam, however on the day of the exam I have to maintain the uninterrupted communication between all candidate machines & TCS online exam servers from which I have to download the actual question paper then to ensure that all the candidate s machines copy that paper & display it to monitor so that the candidate can solve it by selecting the correct options from the list of given options & to upload the result files received from all the candidates systems back to TCS online exam servers.

Sales: Selling **TCS ion cert-n-edge** software products for technical/Non technical/management Background students.
Developing new client.
Organizing promotional programme.
Participating in exhibitions for greater brand visibility.

As a project co-ordinater :- On boarding of new candidate/employee to the project.
Assigning employee to the project/project code.
Coordinating project manager for the various requirements & mapping of suitable candidates to the give n project codes.
Space allocation for the newly joined candidates.
Raising desktop unnecessary hardware & software request for the new joiner.
Space allocation/de-allocation as per project demand.
Various project management activities like conference hall booking for the client meetings, cab arrangement & billing management of the same, Hotel booking & pick or drop to/from to airport for clients.
Enable/Disable access to the ODC. Circulating client's compliance form with the employees to be signed by them & collecting the soft copies from them.
Project parties, budget allocation for the same, project billing & allocation.

Roles and Responsibilities:

- ☐ Maintaining good relationship with our partners(LISP) in Online Assessment SMB Platform.
- ☐ 7year 8 months experience in IT(operations)
- ☐ Delivering the project of GATE, JEE, IIT, IIM, IBPS, CBSE, DTE and Government agencies.
- ☐ Serving as:
  - o **Operations Head (Pune/Nagpur)**
  - o **Center Head (Pune/Nagpur)**
  - o **City Head (Pune/Nagpur)**
  - o **Sales**
  - o **Remote Desktop Support (RDS)**
  - o **Project Management**
  - o **Chat Support**
  - o **Technical Support**
  - o **Inventory Lead**
  - **(Asset management)**

Personal skills:

- Consistent & Focused – Set the realistic goals, stay focused to achieve them regularly and higher goals easily.
- Quick Learner – Willingness to learn new things & knowledge sharing.
- Self-Motivated – Interpersonal learning & team skills.
- Positive Approach- Take every opportunity with positively.
- Trustworthy & Truthful – Ability to work under pressure & meet deadlines.

SCHOLASTICS

- 10th from New English High School Nagpur in 2004.
- 12th from kamla Nehru college in 2006.
- BCCA from Dhanvate National College Nagpur in 2010.
- MBA (Marketing & IT) from G.H Raisoni Institute of Information and Technology Nagpur in 2012.

Knowledge of Operating System and Technology:
- **Network Troubleshooting**
- **Windows, Network and Management**

PERSONAL DOSSIER

Name	:	Shanmukh Prakash Nandurkar.
Mother Name	:	Vrunda Prakash Nandurkar.
Date of Birth	:	14-06-1988
Sex	:	Male
Marital Status	:	Single
Permanent Address	:	236, Jawahar Nagar, Nagpur-440024
Languages Known	:	English, Hindi and Marathi.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned information.

DATE: Shanmukh P. Nandurkar
PLACE: