

# **RESUME**

## **SANJAY SAINI**

Village & Post- Asora, Tehsil – Hapur

Dist. - Hapur (U.P.)-245101

Mobile :- 07838055373

E-mail:- [saini.sanjay16@gmail.com](mailto:saini.sanjay16@gmail.com)



### **CAREER OBJECTIVE**

To make optimum use of my professional knowledge and skills by means of relentless hard work and to put them at a right place, so as to deliver my enhanced and upgraded knowledge to achieve organizational objective.

### **PERSONAL SKILLS**

- Teamwork oriented as well as an individual deliverer. Ability to analyze well, develop plans to contribute towards the growth of the team and organization.
- Ability to adapt self to any working atmosphere.
- Willingness to take challenges.

### **IT KNOWLEDGE & SKILLS**

- ERP (Enterprise Resources Planning) Implementation
- SAP Knowledge in Sale & Distribution Module, Materials Management Module, Plant & Machinery module, Production & Planning Module.
- Computer Hardware and Software problem solution
- MS Office (Microsoft word, Excel, Power point)
- Installation of Software, OS, drivers etc.
- Windows XP, 7, Vista, 8, 8.1 & 10 Clients.
- Users Mail services, Outlook users and others mail configuration.
- Troubleshooting Hardware & LAN, WAN & R.F Network

- Cyberoam Firewall Device
- Configure and Manage Wireless Routers & Switches
- Configure and Manage Tally ERP Server.
- Manage Network Printer and Print Server.
- Providing technical support for users & client analyze and troubleshoot issues.
- Creating standard Net-backup policies and taking back-up of the servers. Restoring the data as per the customer request
- Diagnose hardware and software problems and replace defective components.

## WORK EXPERIENCE

- **SEPTEMBER 2011 TO TILL DATE:- AGARWAL ASSOCIATES (PROMOTERS) LTD.**

Working as a ERP (Reckoner) Admin and Assistant Manager IT Since September 2011 with Agarwal Associates Group, New Delhi, “an ISO 9001:2008 certified Company” (Since last five year working as a IT Incharge). The Group is well known name in Real Estate sector known as “Aditya Builders & Developers”.

- **JANUARY 2010 to AUGUST 2011 :- ORIENTAL STRUCTURES ENGINEERS PVT. LTD.**

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AvH & Oriental Structure Engineers Pvt. Ltd. joint venture for Oriental Quarries & Mines Pvt. Ltd.

As a SAP Executive at the Crusher Site

**Project: Yamuna Express Road project:-** Construction of Rigid pavement and Granular layers for Yamuna Expressway( **Taj Expressway**) between 110.225 to Km.165.537 (Package **C-3**) total 55 Kms.

**ACADEMIC QULIFICATION**

YEAR	PERCENT AGE %	DEGREE	INSTITUTION	MAJOR
2009	56%	BCA	Guru Gobind Singh Indraprastha University	C++, JAVA, Networking , Data structure, DBMS, SQL
2003	58%	Intermediate	U.P. Board	Math, Commerce
2001	59%	High School	U.P. Board	Math, Science, Commerce.

**STRENGTH**

I am confident, honest and polite person along with positive attitude towards life and having co-operative nature.

**SALARY DRAWN**

➤ Rs. 3.60 Lac P.A.

**SLARY EXPECTED**

➤ 4.2 Lac PA

**JOINING TIME**

20 to 25 days from the date of joining letter.

**PERSONAL INFORAMTION**

**Name** : **Sanjay Saini**  
**Father's Name** : **Shri Budh Prakash Saini**  
**Mother's Name** : **Smt. Santosh Saini**  
**Father's Occupation** : **Govt.Service**  
**Date of Birth** : **16 Feb. 1987**  
**Nationality** : **Indian**  
**Marital Status** : **Married**  
**Religion** : **Hindu**  
**Language Known** : **Hindi & English**  
**Email Address** : **saini.sanjay16@gmail.com**

**Conclusion**

- I hereby declare that all the aforementioned information is true to my knowledge.

Date: 16.10.2020

**(SANJAY SAINI)**

Place: HAPUR