

AMIT AGNIHOTRI

Address 418/A Barra 6 Kanpur, Uttar Pradesh 208027 * [REDACTED] 7607770438 * aanitb4u@gmail.com,
aamitb4ukumar@gmail.com

PROFESSIONAL PROFILE

- Software Support Engineer with 8+ years of experience.
- Having 5 years of Experience in HR and Admin Manager.
- Possess comprehensive knowledge of Microsoft Office, SQL and Crystal Report Designing.
- Database management.

PROFESSIONAL EXPERIENCE

DATAMAN COMPUTERS SYSTEMS (P) LTD., KANPUR CITY, INDIA

Software Support Engineer, May 2011 – present

- Currently working on hospital management software (AAROGYA) and PAYROLL Software.
- Provide solutions to client's issues both online as well as offline.
- Complete installations of Software at client place. (travelling at client place if needed)
- Provide complete training of software to their users.
- Also provide complete training to our new Joinee's
- Support sales department by presenting technical benefits of potential customers.
- Efficient in recording, organizing, and communicating customer feedback to provide management with data for decision making

HR, Administrative & BackOffice, Aug 2008 – 11

- Looking for Salary preparation of the company employees at Payroll management.
- Database management of Employees
- Scheduling meetings with clients and office members
- Recruiting the new Candidates as per team requirements
- Managing office supplies and services.
- Understanding of Labor regulations and legal codes.
- Expert in Intuit QuickBooks, Kronos Workforce Timekeeper and Payroll management

EDUCATION

Master in Business Administrative (HR) - Sikkim Manipal University (Correspondence), Kanpur in 2007.
Bachelor in Science – C.S.J.M. University, Kanpur in 2005.
XII from UP Board Allahabad in 2002.
X from UP Board Allahabad in 2000.

IT SKILLS

- Complete knowledge of SQL
- Crystal Report designing
- Well versed in MS Office (Word, Excel, PowerPoint, and Access) and Internet Application.
- Able to manage and implement social media campaigns

AWARDS AND HONORS

- Best Support person of the Year for giving technical support.

PERSONAL DOSSIER

Date of Birth : 06/July/1984

Linguistic Skill : English& Hindi

Permanent Address : 418/A, Barra6, Kanpur (U.P.)

Sex : Male

Marital Status : Single

Nationality : Indian

DECLARATION:-

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

Date:-

Place: - Kanpur

(Amit Agnihotri)