**CURRICULAM VITAE** (E-Mail-lalitprasad.j@gmail.com)

**LALIT PRASAD**

S/O Late Mr. Jagdish Prasad Joshi

Devender Vihar Gali No.- 14, Maya Market,

P.O.- Gumaniwala ,Rishikesh

Distt. Dehradun (Uttarakhand) ,

Pin No.- 249204

Contact No: +919149086367, +919897277572.

**CAREER OBJECTIVE :**

* A position which will enhance my skills effectively and contribute significantly to the company’s growth and performance, to help my professional growth, and also to retrieve knowledge from the values and practice of the organization.

## STRENGTHS :

* Can work under extreme pressure, excellent team spirit and flexibility of organization.

## VOCATIONAL TRAINING :

* Two weeks Training from Bharat Sanchar Nigam Ltd, IDPL, Rishikesh In 2006.
* Four weeks Training from Bharat Sanchar Nigam Ltd, IDPL, Rishikesh In 2007.

**PROFESSIONAL EXPERIENCE :**

* I have Completed One Years Apprenticeship From HCL Infosystem Ltd. at Pantnagar, Rudrapur (Udham Singh Nagar) As a DAT(Diploma Apprentice Trainee) in Production Department in Duration 26th Sep 08 to 25th Sep 09.
* I have worked in Wipro Infotech (System & Technology) Ltd. at Kotdwar(Pauri Garhwal) as a job Training in Production Department from 13th March 2010 to 13th December 2010 .
* I have worked in HCL Infosystem Ltd. at Dehradun as a Customer Support Engineer from 30th December 2011 to 30th April 2013.
* I have worked in MPS Ltd. at Dehradun as a Associate Preediting (QA) from 7th November, 2013 to 10th October, 2016.
* I have worked in MPS Ltd. at Dehradun as a Preediting (QA) from 14th February, 2017 to 17th August, 2018.
* I have worked in ARDANUY India Pvt. Ltd. ( Rishikesh to Karanprayag Railway Project) at Rishikesh as a Computer Operator From 22th August, 2018 to 3rd December 2019.

**PROFESSIONAL QUALIFICATION** :

* Three years Engineering Diploma in Information Technology from Govt. Polytechnic Narendranagar (Tehri Garhwal), Uttarakhand Board of Technical Education Roorkee in 2008 with First Division.

**ACADEMIC QUALIFICATION :**

* Passed Graduation (Arts) from Govt. P.G. College Rishikesh in 2012 With Second Division.
* Passed Intermediate from IDPL Inter College Virbhadra, Rishikesh in 2004(PCM Group) With Second Division.
* Passed High School from IDPL Inter College Virbhadra, Rishikesh in 2002(PCM Group) With Second Division.

**PROFESSIONAL TRAINING :**

1. ESD 2. ISO 9001(QMS) & 14001(EMS) 3.5S 4. 3M 5. 4M 6. EOHS (18001).

## COMPUTER PROFICIENCY :

* Having working knowledge of Hardware, Installation of Various Software, Drivers & Operating

 System.

* Having Knowledge of Networking.
* Having Knowledge of Operating System, MS-Office and Internet.

## JOB PROFILE :

* I had Responsibility to check Reliability Testing of Desktop and Laptop.
* I had Responsibility to check system configuration testing and final quality control of desktop and

 laptop.

* I had Responsible to check customer Hardware and Software according to customer requirement.
* I had Responsibility to check all the functionality of desktop and laptop.
* Having working Knowledge of Final Production Line**.**
* Having working knowledge of System Application Program and Integrated Manufacturing Aid System.
* Having working Knowledge of Installation and Maintenance of ATM machine.
* Having working knowledge of generate Xml through WEP (Word Edit Pro) tool and editing in Xml.
* Having working knowledge of MML, HTML and XML.
* Having working knowledge of Office work, Maintain office files, HR admin and HR related works.

## PERSONAL DETAILS:

**Name** Lalit Prasad

**Fathers Name** Late Mr. Jagdish Prasad Joshi

**Date of Birth** 10 July 1986

**Sex** Male

**Category** General

**Nationality** Indian

**Marital Status** Married

**Languages Known** Hindi & English.

## DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**DATE:-**

**PLACE:-** Rishikesh **(Lalit Prasad )**