**Curriculum Vitae**

**RAKESH**

E-mail:rkmr2090@gmail.com

Mobile Number: +91- 9716857512

Contact Address: - 252, 1nd floor Sec 13 Hisar 125001

**Objective**

To Acquire a position to utilize my skills and abilities which provides professional growth for my career along with growth of the company.

**Educational Qualification**

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| **Qualification** | **University/Board** |
| B.E./B.Tech | MDU Rohtak/BRCM CET Bahal District Bhiwani |
| (10TH) | HBSE Bhiwani Board Haryana/Modern School Hisar Haryana India |
| (12th) | C.B.S.E. Delhi/NYP School Hisar Haryana India |
| CCNA TRAINING | Achiever Callnet Delhi |
| Diploma In Computer Application (DCA) | HARTRON Chandigarh |

**Computer Skills**

**Operating systems:** Win98/ME/win2000/XP/Win7/8/10/Mac Os/Linux/Unix etc

**Software’s& Others:**CCNA TCP/IP/OSI Layers/IP Classes A/B/C/D/E Level/Router Configuration LAN/ WAN, Computer Basics Microsoft Word, Power Point, Excel, Access, Front Page XP with good typing skills and Basic, Networking etc. Operate and install all interactive software & operating systems, disk partitions& management, troubleshooting of laptop/notebook/desktops computer etc.

**Employment Experience**

***i) From 2017-2020***

**Worked in Castle Green Real Estate BPO Hisar.**

**As Computer Operator cumTechnical Co-coordinator**

**Job Profile**:

* It is Blended process i.e. To make & receive calls from Buyer & Seller for Residential/Commercial Plots or Built Property. Providing complete information of its pricing/measurements/documentation process/Deadline for deal completion.

Data Entry/update in Online Company’s Property Software & preparing data sheet in excel, word including office work of scanning/printing emailing, Chatting/Documentation/filling/tele calling.

**ii) *From 2010-2017***

 **Worked as Computer Operator in following Contract Based Companies**

**Job Profile:**

* Worked on Contract/Project base Logistics/Transport Consignment/Shipment Data entry/update Online Software & in Excel, Word including all office work for scanning/printing emailing, Chatting, Documentation/filling on project/contractual based for **CJ Darcl Logistics Gujrat & Navi Mumbai Locations.**
* Project/contract based work for Construction/Renovation/Repair of Road/Government Land Properties & all office work for scanning/printing emailing, ChattingDocumentation/filling **for Xeam Venture Pvt. Ltd, HSAMB, XEN Office Hisar.**
* Project/contract based work for Automobile Company for Service/staff/Sales/repair/payroll/billing/attendance in Company’s software including all office work for scanning/printing emailing, Chatting, Documentation/filling/tele calling.
* Project/contract Based work (**for Microvolt Communication Pvt. Ltd. Hisar/Voice Telesystems Ltd. Hisar**) Complete Computer/Printer Repair/Maintenance Windows Operating Systems, Software, data recovery, Antivirus. All electrical fitting/maintenance work.

**iii) *From 2009-2010***

**Worked in Gemini Communication Pvt. Ltd. BPO Chandigarh India**

**As Engineer/Technician (Telephonic Service division)**

**iv) *From 2007-2009***

**Worked in Spanco Telesystems & Solution Ltd. BPO Gurgaon Haryana India**

**As Engineer/Technician (Mobile Services Division)**

Job Profile:

|  |  |
| --- | --- |
| Project | For Providing Internet/Mobiles Services to Industries, Corporate &Commercial Proposes (Tata Communication/Idea/Bsnl Project) |
| Work location | Jaipur Indore chandigarh |
| Equipment | WiMAX and Red win Microwave Equipment. |
| Role/Responsibility | * Handled Inbound/Outbound calls for existing/non existing clients.
* All types of electrical work fitting/ maintenance dc/ ac power setup etc.
* Operation & Maintenance (O & M) at Telecom Base Station.
* Done Installation & Commissioning of GSM/CDMA/ISP BTS.
* Used IP addressing & Networking through Proper Interactive Software.
* Testing location for New Installation.
* Checking feasibility for new Installation & Commissioning.
* Making Reports for testing/feasibility for new installation & Commissioning.
* Managing the complete resources of Technical Support & team.
* Reporting with Punctuality at Various Sites or location for above responsibility.
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**Field of Interests**

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* Telecom/Mobiles, Computers/Networking/Software, Production/Manufacturing, Finance/ Banking, Teaching, Hospitality/Tourism, Real Estate etc.

**Hobbies**

* Internet surfing**,** Music, Sports.

**Strengths**

* Hardworking, Positive attitude.

**Personal Details**

* **My Name :** Rakesh
* **Date of Birth :** June 7th 1979
* **Marital Status :** Unmarried
* **Father name :** Mr. Des Raj
* **Gender :** Male
* **Languages known :** English, Hindi, Punjabi
* **Contact Number :** +91-9716857512
* **E-mail :** rkmr2090@gmail.com
* **Address :** 252, 1nd Floor, Sec 13 Hisar

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**Place:**

**Date: (Rakesh)**