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|  | **IT-ADMINISTRATION** |
|  | |  | | --- | | C:\Users\PANKAJ SABLE\Downloads\20181213_092351.jpg |   **PERSONAL DATA:- PANKAJ SABLE**  LIG-198, A-sector Rajeev Nagar, Father’s Name : Mr. V.N. Sable Ayodhya By-Pass Road Bhopal.  Mother’s Name : Mrs. Lalita Sable Pin -462021 Date Of Birth : 11/05/1987  Mob. No- 09752796587, 09174947341 Sex : Male Email- [pankajsable11@gmail.com](mailto:pankajsable11@gmail.com) Blood Group : B+ ve Website- [www.itfunmaza.com](http://www.itfunmaza.com) Nationality : Indian  Marital Status : Married |

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| **objective:-** |

To obtain a position of IT Administrator in organization where I can maximize my management skills, quality assurance, program development and experience.

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| **working at present :-** | | |
| **ORGANIZATION:-** | **MITTAL GROUP OF INSTITUTES BHOPAL** | **FROM 9TH AUG- 2011 TO TILL-DATE** |
| **POST:-** | **IT ADMINISTRATOR & ONLINE EXAM IN-CHARGE** | |
| **JOB PROFILE: -** Managing System Administration, Networking and Hardware Management & Maintenance in the Organization.  * + Biometrics Attendance Machine Installation and Maintenance.   + (CCTV)Closed-circuit television Installation and Maintenance.   + Online Exam Conducting.   + N-computing Devise Installation and Maintenance.   + I Was Accountable for Providing Real Time Support to Client Computer.   + Responsible for Troubleshooting & Installation of Computer Peripherals, Hardware.   + Network Processing, Centralized and Distributive Network Connection. * Knowledge in Windows Server 2003, 2008 Windows (All Versions). * Working Knowledge of DHCP server, DNS Server, Proxy Server and FTP Server. * Responsible for the Installation of Operating System, Application Software, assembling & General Fault Finding of Software, Hardware & Networking * Printer Maintenance. | | |
| **LOCATION:-** | Opposite BMHRC Navibagh, Bhopal. MP. | |
| **REFERENCE:-** | **Dr. Namrata Jain** (Group Director) 9406567249 Mittal Group of Institutes Bhopal. | |

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| **Experience:-** | | |
| **ORGANIZATION:-** | **ZOOM INFOSYSTEM BHOPAL** | **FROM 1ST MARCH - 2006 TO 22ND JUL -2011** |
| **POST:-** | **COMPUTER HARDWARE NETWORK & BSNL (VSAT) ENGINEER** | |
| **JOB PROFILE: -** Computer Assembling and Maintenance.Troubleshooting Hardware and Software Problems.Installing and Configuring the Peripherals, Components and Drivers.Installing Configuring and Administering Network hardware and Software Technologies. | | |
| **LOCATION:-** | Shop No -19, 244, King Shopping Complex Zone-I, MP Nagar Bhopal. M.P. | |
| **REFERENCE:-** | **Mr. Yaswant Likhitkar**- 09425026270 (Owner Zoom Info system System Bhopal). | |
| **other skill:-** | | |
| **SMART CLASS:-** | Smart Board, Document Camera, Projector and VPN Installation & Configuration. | |
| **ELECTRICITY :-** | Electric Fitting. Domestic warring. | |
| **SECURITY SERVICES:-** | CCTV Camera, IP Camera, Biometrics Attendance Machine, Fire System, Door Lock System Installation and Configuration. | |
| **LAB & OFFICE DESIGNING:-** | Shree ram Finance & Indusind bank office Designing. | |
| **V-SAT** | Maintenance and troubleshooting of Ku-Band BSNL V-sat (Very Small Aperture Terminal). | |
| **COMMUNICATION SYSTEM:-** | Telephone Wiring, EPBX System Installation and Configuration. | |
| **SOFTWARE KNOWLEGE** | MS. Office, Photoshop, Basic Hindi English typing. | |

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| **Qualification:-** | | | | |
| **Qualification** | **School /College** | **Board/University** | **Percent** | **Year** |
| **MBA**  (marketing &IT) | Mittal Institute of Technology Bhopal | Barkatullah University Bhopal. | 55.5% | 2018 |
| **M.sc**  ( Computer Science) | Centre For Advanced Computer Training B.J.S. Bhopal. | Makhanlal Chaturvedi University Bhopal. | 64.18% | 2012 |
| **B.sc**(Biology) | Govt. P.G. College BHEL Bhopal. | Barkatullah University Bhopal. | 50.67% | 2009 |
| **12th**(Biology) | Govt. H.S. School Ghatbiroli (Betul) | MP Board, Bhopal | 58.22% | 2006 |
| **10th** | Govt. H.S. School Ghatbiroli (Betul) | MP Board, Bhopal | 53.2% | 2004 |

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| **Professional Qualification:-** | | | | |
| **Qualification** | **College** | **University** | **Grade/ Percent** | **Year** |
| **ADCHN** (Advance Diploma in computer Hardware & Networking) | Sapna Institute Bhopal | Research Institute Hardware Technology Delhi | A, B+ | 2010 |
| Personality Development & Communication Skills | CT Institute Bhopal | National Institute for Entrepreneurship & Small Business Development | 1st | 2014 |

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| **Vocational Training:-** |

30 Days Training for Ku-Band BSNL V-SAT from Regional Telecommunication Training Centre Nagpur.

45 Days Training for Computer Networking from CRISP Bhopal.

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| **Strength:-** |

Hard working, Will Power, Discipline & Honest, Positive thinking.

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| **Hobbies:-** |

Internet Surfing, Listening Music, Playing Cricket

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| **Declaration:-** |

I hereby declare that the information given above is true to the best of my knowledge & belief.

**Date:- 18/10/2019**

**Place: - Bhopal PANKAJ SABLE**