**RESUME**

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| **Name:** Vivek Kumar | **Email id:** vivekkumarlife@gmail.com  **Mobile No:** 9650081794 |

**Career Objective**:

To develop my career which unleashes my technical and analytical abilities, contributing quality ideas and work in an organization where there is an ample scope of individual as well as organization’s growth in a creative and challenging environment.

**Educational Background**:

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| --- | --- | --- | --- | --- |
| **Year of study** | **Qualification** | **School/College** | **Year of Completion** | **Marks/**  **Grade Point** |
| 2009-13 | B.Tech, ECE | SRM University,  Kattankulathur, Tamil Nadu | 2013 | 8.9 (CGPA) |
| 2008-09 | 12th Standard (CBSE) | Kendriya Vidyalaya,  New Delhi | 2009 | 78% |
| 2006-07 | 10th Standard (CBSE) | Hope Hall Foundation School,  New Delhi | 2007 | 79% |

**Project Work**:

* Coded Free Space Optical Link Over Strong Turbulence and Misalignment Fading Channel as part of my B.Tech (ECE) curriculum.
* Movers and Packers as part of my NIIT Course.

**Technical Skills**:

* C,C++
* Oracle
* Java (PG Diploma from NIIT)

**Work Experience**:

(1) Executive Assistant under Massive Open Online Courses (MOOCs) project in National Institute of Open Schooling (NIOS), Noida from 4th May, 2017 onwards.

* Handling and monitoring SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) portal for Secondary and Sr. Secondary as part of MOOCs project.
* Preparing schedule for each assigned subject in SWAYAM portal with the help of respective subject expert.
* Maintain good relationship with the expect and the learner who are using SWAYAM portal.
* Provide technical support to the concerned expect when they have any issue.
* Prepare report of SWAYAM portal to the head of the department and concerned subject expert as record.
* Additional technical work also done in case of any required.

(2) Assistant System Engineer in M/s Perfect Data Technologies Private Limited, New Delhi from 1st November, 2013 to 31st October, 2016.

* Monitoring ITSM (IT Service Management) tool for system domain.
* Preparing initial draft of the client requirement.
* Preparing document of ITSM tool for different third party or client.
* Coordinate with incident and problem management team to analyse different issue.
* Providing support and information to the client or third party.
* Assisting other domain team for company demand.
* Working knowledge of Microsoft Office.

**Personal Details:**

| **Date of Birth/Age** | 23rd October,1990 / 30 years |
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| **Sex** | Male |
| **Residential Address** | Ruby 11-E,Olympia Opaline Sequel,  No.33, Rajiv Gandhi Salai (OMR),  Opp AGS Cinemas,Navalur Chennai-603 103 |
| **Nationality** | Indian |

**Declaration**:

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