



Puneet Dutta

Computers Hardware & Software Network Engineer

AREAS OF EXPERTISE

IT Technician

Network Administrator

Smart Class Solutions

Data communication

*Mobile communication /
Wireless*

Tcp/Ip

Firewalls

Lan / Wan

Vlans

Web Hosting Html/Css

Cctv Operations And Maintenance

PROFESSIONAL

Windows Server 2012R2

Windows All OS Platform

Mac All OS Platform

Unix/Linux Platform

PERSONAL SKILLS

Multilingual

Friendly personality

PERSONAL DETAILS

*Puneet
29/7 new partap nagar
Ambala City(HR)*

M: 9592361725

E: Duttapunit7@gmail.com

DOB: 04/10/1987

Driving license: Yes

Nationality: Indian

PERSONAL SUMMARY

Hands on knowledge and experience of the maintenance and support of computer systems and networks of both small and large departments. As well as the planning and practical implementation phases of various network & security projects. Previously held responsibility for ensuring the security of stored information and also for the installation of new hardware and software and in preventing illegal alterations, damage, or disclosure of information. Valuable experience of planning, co-ordination and controlling the security measures for information systems to regulate access to computer data files.

Easy going by nature, willing to work shifts and able to get along with both work colleagues and senior managers, currently looking for a starting position as an IT Technician or Network Administrator.

WORK EXPERIENCE

National Dental College and Hospital – Derabassi. (April 2012 – December 2019)

TECHNICAL SUPPORT NETWORK ENGINEER

The New Cambridge International Public School - Derabassi.

TECHNICAL SUPPORT NETWORK ENGINEER (January 2018 – Present)

Ensuring user notification of maintenance requirements and system availability. Maintaining confidentiality with regard to the information being processed and also providing on-the-job training to new department staff members.

Duties:

- Maintenance of email and network security systems
- Front Office Interfaces and Data Provision / Delivery
- Administering Network Workstations Firewall
- administration
- Responsibility for company IT security
- Forecasting any needed technical improvements
- Budgeting for and implementing any changes
- Produced informative, well-organized presentations to senior management
- Backup and disaster recovery plans

KEY SKILLS AND COMPETENCIES

- Prioritizing and managing many open cases at one time.
- Testing and evaluating new technology.
- Responding within agreed time limits to call-outs.
- Communicating technical information to non-technical personnel.
- Knowledge of UNIX, Software Simulation etc.
- Data communication / Mobile communication.

ACADEMIC QUALIFICATIONS

DIPLOMA IN COMPUTER HARDWARE & NETWORKS SECURITY

Windlass TCIL IT

2006 – 2007

with 60%