



BHAVESH BHAVSAR

Information Technology / Admin Assistant

SKILLS

- Installing, Configuring, and Administering Windows Vista, Windows7, Windows 8, Windows 10
- Implementing, Managing Routing Remote Access
- Maintaining File System
- Administering Local & Network Printer
- Managing Active Directory Users & Group
- Implementing and Configuring Wireless LAN Connections
- Knowledge in Desktop Support Level1,
- Knowledge in MDM Services
- Knowledge in Configuring and Troubleshooting
- Knowledge in Backup & Restore

CONTACT

PHONE:

+971 50 991 3693

EMAIL:

bhavesh_bhavsar@hotmail.com

LANGUAGES

English - moderate
Hindi - Fluent
Urdu - Fluent
Gujarati - Fluent

ADDITIONAL INFORMATION

DOB: December 07, 1983

Civil Status: Married

Visa status:

Visit visa valid till 28 Jan 2022

EDUCATION

2016 Diploma in Information Technology - NIMES INSTITUTE, Surat, India

2005 Bachelor of Commerce - Bundelkhand University, India

WORK EXPERIENCE

Emirates CAE Flight Training (ECFT)

February 2011 – July 2018

Information Technology Assistant

- Ensure users get timely/accurate access to IT system (NT login, Gemini, Oracle).
- Responsible for arranging login access for new joiners or existing customers to TCOM, VPN, Fileserver, Email group)
- Maintain ECFT On boarding checklist and provide feedback to HR department.
- Provide support to IT specialist on any new projects and daily tasks.
- Installing and configuring new hardware and software.
- Troubleshooting user's problems.
- Remote support to two training centers.
- Set up PC, iPad, laptops for upcoming training events or users.
- Worked with IT specialist to understand & analyze training requirements and helping with effective solution.
- Maintaining printer consumables and coordinate with vendor in case of issues with the consumables.
- Maintaining the inventory of all IT assets & iPads.
- Installing CAT5, CAT6 cables and resolving POS Machine issues.
- Applying operating system dates, patches, and configuration changes

Berkeley Services LLC

August 2005 – January 2011

Admin Assistant

- Order and maintain office supplies by checking stock to determine inventory level; anticipating supply needed; placing orders; verifying receipt of goods.
- Provide general support to visitors and attend to enquiries.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Carry out administrative duties such as but not limited to answering emails, telephone calls, filing, typing, copying, binding, scanning etc.
- Make travel arrangements – taxis, hotels, flight etc.
- Attend to reception duties and book conference/class rooms, etc.
- Take accurate minutes of meetings
- Develop and update administrative systems to make them more efficient
- Coordinate with Vendor/supplier for Repair or replacement Item or Parts.