S A T I S H   S I N G H   R A N A

H-38, Haripur Nawada Mohkampur
Dehradun, Uttarakhand-248001
Mobile: 7872885014, 9870780230
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About Myself

35 Year's old, straight forward, confident and willing to take initiative with a positive & never giving up attitude. Always dedicated & devoted towards my work, very comfortable with working in & leading group.

CAREER OBJECTIVE

To secure a challenging position in a promising company this will utilize and benefit from my skills and experience. I would like to use m y technical knowledge and obtain expertise in this area.

Technical Expertise:

Diligent, result-oriented & technically competent IT Professional, with years of work experience in IT Infrastructure Design and Consultation. Manage Operations of IT Infrastructure of multiple locations. Ensuring Procurement /Management /Trouble shoot of IT Devices like Desktops, Laptops, Servers, VC, CCTV, Wi-Fi Biometric, UPS and Network Printers and Plotter. Maintenance of servers like Symantec, WSUS, Application, DHCP and File Backup Servers, Active Directory, ISA Server, Fortinet Firewall, Switches & Routers. Maintenance of Software Licenses like AutoCAD, STAAD Pro. Licenses, Flow 3D. Midas Civil and calquan dongle-based licenses, OS, Office and other Licenses. Maintenance of MPLS & Leased Lines.

TECHNICAL QULIFICATON

- **MCA JNU University.**
- **CCNA (Cisco Certified Network Associate)**
- **Microsoft Certified Systems Engineer (Windows 2003 Track).**
- **Six Month Diploma in Computer Hardware & Networking from Globetech institute of Technology (Uttarakhand Society of IT Education)**
- **Six Month Diploma in Electonic Parts Repair from Govt. of India Polytechnic, Sudhowala, Dehradun, Uttrakhand.**

EDUCATIONAL QUALIFICATION

- **Graduation** from H.N.B.Gahrwal University in 2004-2007
- **12th Standard** from Uttaranchal Board, 2003-2004
- **10th Standard** Uttaranchal Board, 2001-2002

TECHNICAL PROFICIENY

- **Hardware: - Assembling & Troubleshooting.**
- **Operating System: -** Windows 98, Windows XP, Windows Server 2003, Windows Vista, Window 7 and Window 8, Windows 10, Android Applications.
- **Server Services: -** Active Directory Services, DNS, DHCP, WINS, RIS (Installation. Configuration and Troubleshooting for the mentioned server).
- **Tool & Software: -** Microsoft Word, Excel, Power point, Configure Outlook Express, Microsoft Outlook 2003/2007/2010/2013,2016 and office 365 Troubleshooting & Backup, Online Attendance Software, Experience on MacAfee, quick heal, Symantec anti-virus.
- **Network: -** Configure Wifi Network and LAN Networks, Wifi UBNT Devices,
- **Router and Switches: -** Manageable Router and Switches Configure.
- **Other knowledge:** - Attendance Bio Matrix Device Online/ Off line, Configure Vsat, Online Tracking Device with Software.

WORK EXPERIENCE

- Currently working in **APCO INFRATECH PVT. LTD,** as a Sr. IT Executive Engineer from 17/01/2022 to till date.
- **Service Care (L & T Transportation Infrastructure),** WDFCC **CTP 1 4 Project (S)** as a IT Executive Engineer from 10/08/2017 to 05/01/2022.
- *DANS ENERGY PVT. LTD* 5th Floor, DLF Building No-8, Tower – C, DLF Cyber City Phase-II, Gurgaon (Haryana) as an IT EXECUTIVE Engineer from 07/12/2011 to till 31/07/2017
- *PRECISION INFOMATIC (M) PVT. LTD* 822A, Hemkunt Chambers 89, Nehru Place, New Delhi as a Desktop Support Engineer (TVS CREDIT SERVICES PVT. LTD.) from 11/04/2011 to 30/11/2011.
- *SMR SOLUTIONS PVT. LTD* B-56 F.F.C Jhandewalan, New Delhi as a Hardware & Networking Support Engineer (HFCL GROUPS) from 10/11/2009 to 09/04/2011.

EXPERIENCE PRESENT EMPLOYMENTINFORMATION

- Present Occupation: - Sr. **IT EXECUTIVE**
- Name of Organization: - **APCO INFRATECH PVT. LTD.**
- Duration of Employment: - 17 January 2022 to till's date.

PRESENT JOB RESPONSIBILITIES: -

Proj ect I SD Responsibilities:
- Manage Operations of IT Infrastructure of multiple locations.
- Handling and resolving SAP Software issues.
- Ensuring Procurement /Management /Trouble shoot of IT Devices like Desktops, Laptops, Servers, VC, CCTV, Wi-Fi Biometric, UPS and Network Printers and Plotter.
- Maintenance of servers like Seqrite Endpoint Security, WSUS Application, DHCP and File Backup Servers, Active Directory, ISA Server, Sophos Firewall,Switches & Routers.
- Maintenance of MPLS & Leased Lines.
- Maintenance of Software Licenses like AutoCAD, STAAD Pro. Licenses, Flow 3D. Midas Civil, Windows OS, Microsoft Office and other Licenses.
- Configured and support MS Outlook to run on Exchange Server.
- Installs new hardware and maintains existing hardware.
- System hardware and software end user support including Network connectivity, Windows 7 and 10 clients, Seqrite Endpoint Security Antivirus and Microsoft Office.
- Joining the domain, move users profile Installation of desktop hardware and software applications, security updates, and security packs.
- Oversee the daily performance of computer systems.
- Conduct computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Manage IT Helpdesk Ticketing system and IT Asset Inventory.
- Manage Domain environment for site office through remote support(Team Viewer, Microsoft Team). Software troubleshooting update and patch installation.

Project Co- ordination/ Management:

- Coordination and communication with client, consultant, contractor & subcontractor.
- Act in alignment with user needs and system functionality to contribute to organizational growth.
- Maintain current and accurate inventory of technology hardware, software and resources.
- Make recommendations about purchase of technology resources
- Regular visits to sites to ensure/update the technologies are available
- Manage EIP, IT Infrastructure, Digitalization, Software's, Hardware's, Network & its resources for APCO.

PERSONAL PROFILE

Father Name	:	Late. Shri Mr. P.S. Rana
Permanent Address	:	Haripur Nawada,Mohkampur,
		Dehradun Uttrakhand (248001)
Date of Birth	:	06, April, 1986
Languages Known	:	English & Hindi
Marital Status	:	Married
Sex	:	Male

Religion	:	Hindu
Nationality	:	Indian
Passport Number	:	L5248018

Present Salary: Gross Salary Rs.5.5 Lakh P.A. CTC Approx. + Bachelor Accommodation
Expected Salary: Negotiable

Hobbies & Extra Curricular Activities

Listening Music, Computing, Positive Attitude, Punctuality, Self-Motivation, Confidence, Teamwork & Hard work.

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

Date: 25-07-2022
Place: Gurgaon

(Satish Singh Rana)