Resume

# NAME : JOYEL SAMUELDIMOCK

# DATE OF BIRTH: 27TH August 1979

MARITAL STATUS : Unmarried

## RELIGION : Christian

ADDRESS : 8, NewLalbhaiCenter,OppStutiApartment,Maninagar East

Ahmedabad – 380 008

* 91-9913722462(M)
* 91-79-2272 0244 (R)
* Joyel2709@gmail.com
* joyel\_1979@yahoo.com

### Career Goal:

### To attain a Leadership position though association with an esteemed company and through continuous up-gradation of one’s skills and knowledge.

### Key Strengths:

* Sincerity and Hard working with
* Honest approach to interaction with Seniors
* Punctuality with drive to accomplish work in given time frame

### Curriculum Vitae:

* SSC from SSC Board, Vadodara, 1995 with 51%
* HSC from HSC Board, Gandhinagar, 1997 with 44%
* Bachelor Of Commerce from Gujarat University in the year 2000 with 50%
* Advance Diploma in Information Technology from ACT Computer Education,

Maninagar in 2004 with A+ Grade

### Technical Skills:

* Have knowledge of Microsoft Access and Oracle.
* Have knowledge of Microsoft Visual Basic 6.0, C & C++ Programming Language.
* Also have knowledge of A+, Microsoft XP,7.8,10 and Microsoft 2003,2008,2012 Server.
* MCP (Microsoft Certified Professional) From Microsoft Corporation With 97 %.
* Have working knowledge of DOS, MS Office’97 &2000 – Word,Excel,PowerPoint, Internet, Working knowledge of Tally 6.3

**Language Capability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | Good | Good | Good |
| Hindi | Excellent | Excellent | Excellent |
| Gujarati | Excellent | Excellent | Excellent |

**References:**

MrDlipKumarVyas

Up Country Operation Manager

DHL Express India Pvt Ltd

43/1 Shree Industrial Estate,

Kalidas Mill Compound,

Gomtipur Ahmedabad - 380021

Mobile No - 9879109151,9978929154

Mr Dinesh Oza

Regional Manage, Training

Metlife India Insurance Pvt Ltd

DevArcde

Opp Big bazaar, S G Road

Ahmedabad-380 015

Mobile.No 9824009513, 079 66093500

**EMPLOYMENT RECORD**

**Employer : Ishan Infotech Pvt Ltd (Supth-Hexa Sola High Court)**

**Duration : November 15 2021 to Till Date.**

**Designation : Desktop Support Engineer.**

**Responsibility:**

* Installation and Problem solving of all kinds of O/S as Windows98/2000/XP/7/10 and 2003/2008/2012 servers.
* Installed & Manage Remote Access, Ghost, Data Recovery, MS Office97/2000/XP/2003/2007/2010/2016 office 365 as well as Microsoft Outlook, Lotus Notes 6.5 & Industrial Software Installation.
* To maintain and manage Computer Hardware, Networking, Crimping & set Network printer in Govt. Departments, Bank & Industrial field.
* First level troubleshooting of Network Related Problems.
* Installation and configuration of Add on Cards like Sound Card, Network Card, VGA Card and Modem etc.
* Installation & updating of Office scan Antivirus (Corporate Edition).Installation and updating of Antivirus software’s like (Norton, MacAfee, Quick Heal and Inoculate IT).
* Maintenance and Troubleshooting of all types of Computer related Software & Hardware.
* To Troubleshoot All Type of Computer Software & Hardware
* Maintaining Backup Jobs For Important Data
* Managing user account issues with AD.

**Employer : CMS IT Services (Torrent Power Naranpura- Sola Branch)**

**Duration : March 1 2019 to April 19 2021.**

**Designation : Desktop Support Engineer.**

**Responsibility: As stated above**

**Employer : Inknowtech pvt ltd (BCCL,Times of india Group)**

**Duration :June 16, 2017 To January 31 2018**

**Designation : Support Engineer.**

**Responsibility: As stated above**

**Employer : Anjani Placement Center (Franchisee of Trimax IT Services)**

**Duration :August 23, 2016 To June 15, 2017 (Godrej & Boyce mfg co ltd)**

**Designation : Consultant Engineer.**

**Responsibility:**As stated above.

**Employer : Wiptech Peripherals PvtLtd. (Franchisee of Wipro Infotech)**

**Duration : 01-April-2011 To 31-December-2015 (DHL INDIA Express Pvt**

**Ltd,Gomtipur.)**

**Designation : Sr IT Executive (Engineer).**

**Responsibility:(For All Gujarat locations.)**

**As stated above**

**Employer : CMSInfoSystemPvtLtd.**

**Duration : 23 AUG 2007 to JAN 2008 (Kotak Mahindra Bank Ltd Satellite.)**

**FEB-2008 toFEB-2009 (Metlife India Insurances PvtLtd, Satellite)**

**FEB-2009 to FEB-2010 (Metlife India Insurances Pvt Ltd, S.G.Road)**

**Also handledManinagar , Satellite , Gandhinagar , Mehsana and Surendranagar branches of Metlife India Insurance Pvt. Ltd.**

**MAR-2010 to 31 MAR 2011 (BhartiAxa Life Insurance Co. PvtLtd,C.G.Road)**

**Designation : FMS Engineer.**

Responsibility: As stated above

**Employer :Pramulya Management ServicesPvt Ltd.**

**(Franchisee of ICICI Bank Personal Loan)**

Duration : JAN-2007 toAUG-2007

**Designation: Credit Executive**

**Responsibility: Checking documents for loans, preparing daily reports data entry of possible case updation of approved cases in MS Office**

**Employer : Manan Bajaj Pvt Ltd.-Authorized Dealers of Bajaj Auto Pvt Ltd.**

**Duration : MAY2006 to DEC2006**

**Designation: Cashier**

**Responsibility: Handling Cash Cheque Payments for Billing & Petty Cash**

**Transitions**

**Preparing reports in M S Office.**

**Managing normal problems of computers and network**

# Employer : RelianceInfocomm, PremchandHouse, Ashram Road,

Ahmedabad

Duration : September 2003 to April 2006

Designation:Account Assistant cum Cashier

Responsibility: Handledaccounts and cash for Ahmedabad and Ahmedabad

Clusters like (Kalol, Kadi, Dholka, Sanand, Vijapur, Visanagar,

Himatnagar, Siddhpur, Unjha and Patan) respectively.

Handled Cash CC Payments For Billing, Vouchers and Handset

Selling.

Generation of pay in slip of cash, Cheque and Credit Card managing all transactions.

# Employer : Environment & Infrastructure Division, Dalal Mott MacDonald

# Pvt. Ltd.

Duration : 6 Months (Nov 2002 to April 2003)

Designation: Computer operator maintaining data and data entry

Responsibility: To handle data for twenty different type of Socio-economic

survey of Forests for below mentioned project.

### Project Name::Impact Evaluation of Integrated Forestry Development Project,

Gujarat Forest

### Location: Valsad, Navasari, Bharuch, Rajpipla, Ankleshwar, Sabarkantha, Panchamahal, Dahod, Kachchh, (Total study are 65000 Hectare)

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