**Curriculum Vitae**

**Nirav Rana**



**Diploma in Computer Eng.**

Add:-Opp.Darjini vadi, Lambioti,

At - Khambhat

Pin code:-388620

Dist.:-Anand (Gujarat)

E-mail: niwrana2610@gmail.com

Mobile: +91-7567655882

PERSONAL PROFILE: -

Date of Birth : 26 OCT 1995

Gender : Male

Nationality : Indian

Language Known : English, Hindi & Gujarati.

Marital Status : Married

Hobbies : Swimming, reading, music.

AMBITION: -

To reach the pinnacle of success in career & life through hard work and integrity.

**JOB OBJECTIVE: -**

To seek a challenging career in esteemed organization that best uses and enhances my technical skills & knowledge; having conductive culture; and providing scope for overall growth and good career prospects.

### **ACADEMIC QUALIFICATIONS: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discipline** | **Name of institute** | **Board/University** | **Percent** | **Passing Year** |
| 10th | Shree S.Z. waghela High school. | Gujarat secondary education board | 56% | 2011 |
| Diploma In (Computer Eng.) | Balasinor College of polytechnic | Gujarat technological university | 6.5 - CPI | 2016 |

**Work place:** -

Currently work in KARVY innotech ltd Site on Thermax, Dahej.

**Experience:-**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Designation | Site detail | Time period |
| Hcl services ltd. | Customer support | Field work | Sep.2016- Oct. 2017 |
| Kommineni pvt. Ltd. | Desktop support | IIT Gandhinagar | Nov.2017- Jun 2018 |
| Kommineni pvt. Ltd. | Desktop support | DRM office, Baroda | July 2018- Sep. 2018 |

**KNOWLEDGE: -**

* Extensive knowledge of computer hardware systems.
* Familiarity with general OS systems, Enterprise, programming languages, and Office software.
* Knowledge of LAN and wireless networks.
* Installing software and networking systems.
* Troubleshooting network and software issues.
* Installing high-level software security systems.
* Knowledge of database and networking security systems.
* Windows Server installation and support.
* Strong experience of troubleshooting and supporting LAN and WAN
* Experience with VoIP Support and troubleshooting
* Excellent knowledge of supporting and troubleshooting Wi-Fi and Cisco routers, switches, and firewalls
* Extensive knowledge of network media, including fiber-optics, Category 5e and Category 6
* Outstanding communication and project management skills
* Sound working experience of DHCP and DNS Servers
* Ability to work in a team and independently

**JOB RESPONSIBILITY: -**.

* Meeting with the IT Manager to discuss system needs.
* Designing and installing computer hardware configurations.
* Ability to project manage.
* Good communication skills.
* Ability to troubleshoot complex software and hardware issues.
* Training staff on newly installed hardware and software systems.
* Fixing hardware, software, and networking issues.
* Responding to general IT requests.
* Ensuring security software is kept up to date.
* Filing monthly reports for the IT Manager.
* Assisted network engineers in resolving complex network outages
* Developed and applied testing and troubleshooting plans
* Handled the tasks of troubleshooting basic network issues on-site and escalate problem to higher level of support, when required
* Handled the tasks of documenting network problems and resolutions for future reference
* Performed installation, configuration and testing of LAN/WAN devices
* Maintained technical and operational documentation and training materials for installation and configuration activities

**DECLARATIONS**: -

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

 **Date: - Nirav P Rana**

**Place: - Khambhat (Di. Anand)**