

CURRICULUM VITAE

AMIT D. RANA

1502, Kokadiya Ni Pole
Sarangpur Chakla
Ahmedabad 380001

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CAREER OBJECTIVE:

I want to work as a system administrator for a manufacturing company where I can use my technical abilities.

EXPERIENCE:

➤ **RETAINER ENGINEER**

The Gujarat Cancer & Research Institute (Aforeserve.com Ltd.)
Asarwa, Ahmedabad 380016
From June 2020 – Till date

Duties:

- Installation & configure new desktops & laptops.
- Configuring MS Outlook for email accounts
- Communicate with Users to Identify Issues and Explain Solutions
- Provide L1 & L2 troubleshooting of Desktop and Peripherals.
- Remote supporting to clients by using Remote Desktop Service
- Resolve & troubleshoot network related issues

➤ **SYSTEM ENGINEER**

Areco Consulting & Engineering (India) Pvt. Ltd.
Bodakdev, Ahmedabad 380054
From: Aug 2018 – June 2020

Duties:

- Manage Active directory users and computers.
- Installation of operating system and software
- Resolve & troubleshoot hardware, software & network related issue
- Configure outlook for Email
- Daily Data backup
- Made a company website (www.areco.in)

SKILLS:

- Basic : M. S Office, Internet, Outlook configure
- Databases : M. S Access, MySQL (Basic knowledge)
- Web Technologies : HTML, CSS, PHP, Bootstrap
- A+ (Computer Hardware)
 - Computer assembling and maintenance
 - Troubleshooting hardware and software problems
 - Installing and configure the peripherals, components, and drivers.
 - Installing software and application to user standards.
- Networking:
 - Good knowledge of OSI model, TCP/IP model and associated ports, Networking protocols, VPN (virtual private network), DHCP, DNS and other peripherals
 - LAN, WLAN Configuration, troubleshooting,
 - Router configuration (static routing, dynamic routing)
 - VLAN configuration

- FLSN & VLSN
- SSH
- Access control list
- Windows server 2016:
 - Installation and configure windows server 2016
 - Deploy & manage Active Directory service.
 - Managing group policy
 - Network load balancing
 - DHCP
 - DNS
 - Web server (IIS)
 - File sharing & Permission

QUALIFICATION:

- **Bachelor of Computer Application (BCA)**
 Navgujarat College of Computer Application
 Gujarat University
 Income Tax, Ahmedabad
 Graduated, April 2018
Avg. Result: Second Class
- **H.S.C.**
 Shri J. C. Shah Prakash High School
 Gujarat Board
 Relief Road, Ahmedabad
 Passed, March 2015
Result: 60%
- **S.S.C.**
 Shri J. C. Shah Prakash High School
 Gujarat Board
 Relief Road, Ahmedabad
 Passed, March 2013
Result: 64%

INTRODUCTION:

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|------------------------|---|--------------------------|
| Father's Name | : | Dinesh S. Rana |
| Mother's Name | : | Harsha D. Rana |
| DOB | : | 02-March-1998 |
| Gender | : | Male |
| Marital Status | : | Unmarried |
| Nationality | : | Indian |
| Languages Known | : | Hindi, English, Gujarati |

DECLARATION:

I hereby declare that the information given here with is correct to my knowledge and I will responsible for any discrepancy.

(Amit Rana)