

## **CURRICULUM VITAE**

**DIPAK SOLANKI**

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### **OBJECTIVE**

To have a growth oriented and challenging career, where my knowledge can be enhanced  
Enriched through continuous learning.

### **OVERVIEW**

- MCSE certified professional with experience in computer networking, and Windows Server administration.
- A+ / MCSA certified professional with hands-on experience in computer hardware, Windows OS.
- Customer-focus driven, highly motivated, fast learner with excellent verbal Communication skills and professional etiquette

### **EDUCATION**

STUDY	UNIVERSITY	MONTH / YEAR	CLASS
M C A	GANPAT UNIVERSITY	MAY 2012	SECOND CLASS
PGDCHN	GUJARAT VIDHYAPITH	MAY 2008	DISTINCTION
B A - ECONOMICS	GUJARAT UNIVERSITY	MAY 2007	SECOND CLASS
H S C	G.H.S.E.B	MARCH 2004	SECOND CLASS
S S C	G.H.S.E.B	MARCH 2002	FIRST CLASS

### **CERTIFICATION**

- **MCSE** : (70-270) Microsoft Certification Program (MCP)Managing and Maintaining Microsoft® Windows Server™ 2003 Environment

## PROJECT WORK

- **Project: 1:-** I have done part time project in MCA 4<sup>th</sup> Semester as a Jr Software developer

**Title** : Online Courier Services  
**Client** : In-Dot Solutions Pvt. Ltd.  
**Role** : Junior Software developer  
**Environment** : ASP. NET with C# 3.5, VS 2008, MS SQL Server 2005.

- **Project: 2:-** I have done full time project in MCA 6<sup>th</sup> Semester as a Software developer

**Title** : Content Management System  
**Client** : White pearl web Pvt. Ltd.  
**Role** : Software developer  
**Environment** : ASP.NET with C# 4.0, VS 2010, MS SQL Server 2008.

## PROFESIONAL EXPERIENCE

TOTAL EXPERINCE 8.6 YEARS

<u>COMPANY</u>	<u>POST</u>	<u>LOCATION</u>	<u>DURATIONS</u>
Veer Plastics pvt ltd	IT ADMINISTRATOR	SANTEJ(Dist-GANDHINAGAR)	Nov.2018 to till working
IIMT Studies	ASST. MANAGER	AHMEDABAD	Feb.2017 to Oct.2018 - 1.8
Gandhinagar Civil Hospital	SYSTEM MANAGER	GANDHINAGAR	Aug.2015 to Feb. 2017 - 1.6
PCS Technology	SR FMS ENGINEER	AHMEDABAD	Dec.2013 to July 2015 - 1.7
DATA World	FMS ENGINEER	HALOL (BARODA)	July.2012 to Dec. 2013 - 1.5
HCL Technology	ON JOB TRAINEE	AHMEDABAD	July.2008 to July. 2009 - 1

**Note:** There is gap between Aug 2009 to June 2012, because of study continue in MCA.

## **PRESENT WORKING:**

**NOV.2018 to TILL Working , Veer Plastics Pvt.Ltd. Santej Dist- Gandhinagar**

### **JOB RESPONSIBILITY:**

- Manage all IT infra in current organization.
- Working in Tally server (2008r2), managing Tally user and troubleshoot their problem.
- Give End user support to current organization.
- Handling of documentation as per IT standard
- Handle mail server (BlackBox server) and Quick heal Antivirus server.
- Handle Firewall sonicwall NAS Storage Backup ,BlackBox storage,DLP security and Backup.
- Install and manage All Windows operating system and MAC OS and system.
- Handling of all IT resources like printers, scanner, projectors, etc.
- Call logging and coordination with HP/Lenovo/Dell/Acer for Hardware related problems.
- Setup network with cable and with Wi-Fi, and Setup and manage network switches
- Configure Wi-Fi, network switch, network printer and scanner.
- Install and manage in all version of Microsoft office and outlook.
- Configure license for Windows OS and antivirus.
- Give software solution support in automation software.

## **PREVIOUS WORKED:**

**FEB.2017 TO OCT.2018 , IIMT Studies, Ahmadabad**

### **JOB RESPONSIBILITY:**

- Manage IT and Admin Dept. of India , Kuwait , Dubai and Qatar branch.
- Manage Mail Server, Application server,Tally server and Database server(MS SQL 12).
- Payment verification, vendor management, course and students fees management.
- Handling of documentation as per IT and Admin standard
- Work Facility management, Account Documentation and Account verification.
- Using a Firewall sonicwall , Storage NAS , DLP security and backup
- Install and manage windows XP, Windows 7, Windows 8, windows Server 2003 and 2008r2.
- Install and configure DHCP, DNS AND AD in windows Server 2003 and 2008r2.
- Handling of all IT resources like printers, scanner, projectors, etc.
- Call logging and coordination with HP/Lenovo/Dell/Acer for Hardware related problems.
- Setup network with cable and with Wi-Fi, and Setup and manage network switches
- Configure Wi-Fi, network switch, network printer and scanner.
- Install and manage Microsoft office and outlook 2007, 2010, 2013, and 2016.
- Configure license for OS and antivirus.

**AUG.2015 TO FEB. 2017, GMERS Civil Hospital, Gandhinagar**

**JOB RESPONSIBILITY:**

- Team Lead of 40 operators for working software project in GHMIS, HMIS, E-Mamta, Disability entry and Eco Green for didndyaal jan aushadi store.
- Administrative Handle of 40 operators. Handling of documentation as per IT standard
- Edit in content in GHMIS website application server and database server (SQL2005).
- Entry modify database in MS SQL Server 2005.
- Install and manage windows XP, Windows 7, Windows 8, windows Server 2003 and 2008r2.
- Manage and configure DHCP, DNS, AND AD in windows Server 2003 and 2008r2.
- Handling of all IT resources like printers, scanner, projectors, Storage etc.
- Call logging and coordination with HP/Lenovo/Dell/Acer for Hardware related problems.
- Setup network with cable and with Wi-Fi, and Setup and manage network switches
- Configure Wi-Fi, network switch, network printer and scanner.
- Install and manage Microsoft office and outlook 2007, 2010, 2013, and 2016.
- Configure license for OS and antivirus.

**DEC.2013 to JULY 2015, PCS Technology Ltd., Ahmadabad**

**JOB RESPONSIBILITY:**

- **Working as a Desktop Engineer in TATA Chemicals Ltd.**
- Administration of Desktop, Laptops, storage and Servers. Install and configure SAP IP.
- Install and manage windows XP, Windows 7, Windows 8, windows Server 2003 and 2008r2.
- Setup and handle Cyberom security, DLP, VM Ware, DHCP, DNS AND AD in windows Server 2003.
- Manage Exchange 2007 mail server in windows server 2003
- Taking care of Backup like IBM tab backup.
- Handling of all IT resources like printers, scanner, projectors, etc.
- Call logging and coordination with HP/Lenovo/IBM/Acer for Hardware related problems.
- Setup network with cable and with Wi-Fi, Configure Wi-Fi, network printer and scanner.
- Install and manage Microsoft office and outlook 2007, 2010, and 2013.
- Configure license for OS and antivirus.
- Manage antivirus server and Encryption antivirus in laptops.

**JULY.2012 TO DEC. 2013, DATA World services, Halol (BARODA)**

**JOB RESPONSIBILITY:**

- **Worked as an IT Support Engineer in LEAR Automotive India Pvt. Ltd.**
- Administration of Desktop, Laptops, storage and Servers
- Install, configure and work in ERP (mfgprod QAD).
- Taking care of Backup like arc serve backup (Symantec solution SEPM)
- Handling of all IT resources like printers, scanner, projectors, etc.
- Handling of LAN and Telephone networking
- Handling of documentation as per IT standard
- Call logging and coordination with HP/Dell for Hardware related problems.
- Communication with Vendors for support during AMC
- Coordination with Vendors for business related Applications like PBS, LPS, Lectra, Gerber, Leather Yield Software, etc...
- Configure LAN L2, L1 switch.
- Setup network with cable and with Wi-Fi.
- Install and manage Microsoft office 2007 and outlook 2007.
- Configure license for OS and antivirus.
- Install and manage windows XP, windows 7, windows server 2003 and 2008R2.
- Install and manage DLP, DHCP, DNS AND ACTIVE DIRECTORY in windows server 2003.
- Manage Exchange 2003 mail server in windows server 2003.
- Install and manage Bartender barcode software.
- Manage EYE Watch call management software.

**JULY.2008 TO JULY. 2009, HCL Technology, Ahmadabad**

**JOB RESPONSIBILITY:**

- Worked as FM Engineer in Torrent power house Sabarmati zone and GEB Ahmadabad through HCL Info System Ltd.
- Install and manage Hardware like printers, laptop and computers.
- Set up and manage Networks.
- Install and manage Microsoft office 2003, 2007.
- Configure license for OS and antivirus.
- Install and manage windows XP and windows Vista.
- Support to end users of HCL computers.

**P E R S O N A L   I N F O R M A T I O N**

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Date of Birth : 19<sup>th</sup> September, 1986.  
Nationality : Indian  
Marital status : Married  
Language Known : English, Gujarati & Hindi (Read, Write, Speak)  
Address : Gandhinagar