Suraj A Bhatt

IT Admin

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Profile

To work in a challenging atmosphere where I could get an opportunity to learn and develop my technical skills.

Skills & Abilities

IT Desktop Support

Servers and Network

OS installation

MS OFFICE and Outlook

Work Experience

Stat Billing Solutions PVT LTD   01/2019 - 06/2020

IT Admin

A) User Administration(set up and maintaining account)
B) Maintaining System
C) Password and Identity management
D) Implement the policies for the computer system and network
E) Install software and troubleshooting
F) Set up security policies for users
G) Maintain Windows server 2016,upgrade,secure,system backup and disaster recovery preparation
H) Maintain and configure IP phones
I) User account configuration on Spark Internal chat

Ingersoll Rand Ind LTD   11/2014 - 06/2018

Field Service Technician

A)Outlook configuration and Troubleshooting.
B) Support for Troubleshooting of Applications such as Oracle, VPN.
C) Installation and troubleshooting of operating system XP & Windows 7.
D) Configuration and troubleshooting of Network printers.
E) McAfee Antivirus manages and resolves related Issue.
F) Cisco Any connect Secure Mobile Client configuration manage and troubleshooting.
G) MobilePASS application support and troubleshooting.
H) Manage shared folder and devices through permission
I) Inventory management.
J) Data Cards configuration and troubleshooting.
K) Basic Networking, peer to peer, Map drive, Data sharing

Accel Frontline Limited   05/2011 - 11/2014

Customer Support Engineer

A) All Type of managed Hardware & Network Troubleshooting.
B) Desktop Hardware and Software support.
C) SYMANTEC Antivirus manages and resolves related Issue.
D) Louts Notes Installations and Mail Id configuring For Basic Support.
E) New Installation of Printer, modem, Switch, Desktop & Laptop.
F)Disk Management, partitions.
G)TCP/IP Configuration, Internet Maintenance.
H)Wireless Networking, Networking in Domain environment.
I)Basic Firewall configuration.
J)Manage Domain environment for two sites through remote support (Team Viewer, VNC).

Educational Background

B.S.Patel polytechnic,Ganpat university   06/2008 - 03/2011

Electronics and communication

Diploma

Projects

On site support - Ingersoll Rant IND LTD, Naroda   08/2012 - 11/2014
Customer Support Engineer

On site support at State bank of india and Deepak Nitrite LTD   06/2011 - 07/2012
Customer Support Engineer