Ajay Sharma
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Professional Synopsis

Network Administrator, Network Engineer, System Engineer - To aggressively and successfully manage Local and Wide Area Computer Network Departments and Staff to provide All types of System maintenance, troubleshooting and support for reliability and growth in this field. Administration and Network Engineering. I am available for computer and network related problems if you can use my IT skills and services in your organization pls don't hesitate to contact me

High light of qualification

- Proven success in implementing management, operations, technical and interpersonal skills to increase productivity, reliability and teamwork to benefit the company.
- Security, repair, installation, migration, and maintenance of large-scale Windows and Server.
- Computer Hardware & Networking Course from **GT COLLEGE** Meerut.
- English speaking & Soft Skill from **GT COLLEGE** Meerut.
- CCC (**Certificate Of Computer Concept**) Govt. Approved
- Basic computer course (**MS-OFFICE**) from **AICTS** Institute Muzaffarnagar.
- Good knowledge of **Linux, UNIX, Windows Server** (All editions) & other operating software installation, Managing, Troubleshooting etc.

ACADEMIC CREDENTIALS

- Post Graduation (M.A) from CCS University Meerut in 2012.
- Graduation (B.A) from CCS University Meerut in 2010.
- Intermediate (PCM) from U.P. Board Allahabad in 2005.
- High School (PCM) from U.P. Board Allahabad in 2002.

EXPERIENCE

Work Experience:

Organization: VTC TRADEWINGS PVT LTD MUZAFFARNAGAR

Duration: March 2021 to Present (2 years)
Designation: **DSE(DISTRIBUTOR SALES EXECUTIVE**

Contributions : Responsible for takes order , maintain sales values , targets , other fundamental for hike Branch targets.etc

Work Experience:

Organization: Q&M Exports MUZAFFARNAGAR

Duration: March 2016 to March 2020
Designation: **System& Network Engineer / Supervisor Admin**

Contributions

- There is a team of 2 members responsible for handling the Company Inventory sales & Stocks software Head Quarter and Branch which comes out of India.
- Responsible for managing all the Computer Administration, Applications of Q&M Website, Email Outlook, Panel work and complete installation, Troubleshooting of application & **Network & Internet related work.**
- Handling Promoters Salary and Attendance via Payroll Software.
- Circulating promotional message's of company.
- Successfully completing call activities in circle.
- Handling Admin related work like **Email, Attendance, duty schedule, Salary** etc.
- Handling supervisor related work like daily sales report send to boss, Monthly sales sheet & Stock sheet prepare, Whatsapp Chats with promoters to give massages from company & provided necessary solution for their problems.

Organization: Axil Core Business Pvt. Ltd, Luck now

Duration: Sep 2014 to Feb 2016
Designation: **Technical Support / Computer Operator**

Contributions

- There is a team of 4 members responsible for handling the Axil Circle Head Quarter, Depot, CNF, Branch, and Mart & Shoppy which comes in all over India.
- Responsible for managing all the applications of Axil like Inventory, Pharma, FMCG, CRM, Website & Panel work etc. Complete installation& Troubleshooting of application & S/W running on the site.
- Generate Weekly and Monthly Payout report & delivered to Admin Panel.
- Escalating unresolved problems to the hardware vendor for ensuring Resolution.
- Prepare Team structure for Company level, On line Handling works for services.

Organization: Spice Telecommunication Noida

Duration: **Jan 2014 to July 2014**
Designation: **It Technician / Backend Support**

Contributions

• There is a team of 4 members responsible for handling the Aircel Circle Head Quarter, Zonal Offices, MSCs& BSCs which comes in UP east Region.
• Responsible for handling the Stores of Aircel in UP East Region. Responsible for handling Server, File Server, Responsible for making asset records.
• Managing the File Server for creating the share folder on the server & giving the appropriate rights to the user.
• Responsible for managing all the applications like Lotus Notes, CRM, IDAM & Outlook etc. Complete installation & Troubleshooting of application running on the site.
• Escalating unresolved problems to the hardware vendor for ensuring Resolution. Installation of OSand up gradation of patches as per Aircel Policies.
• Successfully completing call the day night activities in circle.

Organization: Blazeflash Courier Pvt Ltd.

Duration: **Jan 2012 to Dec 2013**
Designation: **Computer Operator**

Contributions

- Responsible for handling all shipment incoming or outgoing report to keep maintaining shipment record.
- Responsible for handling customers shipment related complain via email or call.
- After done all above work , responsible for official work like booked new documents , parcel

Teaching Experience:

- ☐ BCN Computer as a Faculty & Technical Support from April 2010 to Nov 2011.
- ☐ IIHT as a Faculty & Technical Support from Jan 2010 to March 2010.

TECHNICAL SKILLS

- ❖ Switch/Bridge (VLAN, Spanning Tree)
- ❖ LAN/WAN
- ❖ TCP/IP Protocol
- ❖ Access Lists, Routing Protocols
- ❖ OSPF, EIGRP RIP, routing protocols.
- ❖ TCP/UDP Protocol
- ❖ Trucking, VLAN
- ❖ OSI Reference Model
- ❖ Internet Layer
- ❖ Server Applications

: Configuring DHCP, DNS, ACTIVE DIRECTORY (Domain)
: Configuring, Send mail, Ftp, Telnet,
: Implementing Firewall and security in user information.
: Network implementation, configuration troubleshooting.

OS&APPLICATION SOFTWARE

- ❖ Microsoft Windows, Microsoft Windows Server All Edition , Red hat Linux , Unix , Fedora , Cisco OS etc .
- ❖ Microsoft Office, DTP, Web Designing & Different types of accounting software like Tally , Busy , Marg & Many More other types of software .

PERSONAL DETAILS

Father's name	:	Mr. Susheel Sharma
Sex	:	Male
Marital status	:	Married
Nationality	:	Indian
Medical Fitness	:	FIT
Language Known	:	English, Hindi

STRENGTH

I, look upon myself as a laborious and meticulous person, work towards the accomplishment of any task with a lot of dedication and team work like to learn& accept challenge extra responsibilities.

Date .....

Place ..... **(AJAY SHARMA)**