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|  | **Curriculum Vitae** |
| **Yogesh R. Thakkar** |  | thakkar\_y2k@yahoo.com |
|  |  | Contact no:8511517115 |



**Career Objective:**

Intended to work in a leading Corporate and explore my abilities and skills. I want to build my career in the Area which is Resourceful, Innovative & Flexible. At the Same time, I want to fulfil my quest of learning through the experience, give sincere Work devotion, by ensuring greater heights to my organization in terms of Prosperity and Reputation, and be an Excellent IT Professional.

**Work History:**

* **Presently I am working with With KDDI india Pvt.Ltd as IT Engg**

**(12-March-2018 to Till Data)**

**Job Responsibilities: -**

* Handel Japanese Company IT Infrastructure & AMC at Ahmedabad Gujarat (servers,firewall,laptops,antivirus,Cabling)
* Responsible to implement of IT Projects.
* Define AMC needs for IT Infrastructure, maintain warranty records.
Contribute to build and implement IT Policy & IT Security Policy.
Assisting in the design and implementation of the network (LAN & WAN), troubleshooting network problems and conflicts. Suggesting improvements in the operations and processes to make the system fool proof.
* Responsible for LAN / WAN Management and Troubleshooting.
Maintain all the documents perform to computer system, there life cycle and make them available for inspection.
* **I had worked with Supratech Micropath Laboratory and Research Institute Pvt.Ltd as Sr.IT Executive (Nov’2017 to10- March-2018)**

**Job Responsibilities: -**

* Attending calls for all types of Desktop, Laptop, Printer, “**LIMS**”software applications issues.
* Visiting clients and providing them with technical services for operating and maintaining printers.
* Configuration of Network printer, scanner & USB Printer, Routers.
* Troubleshooting any network and connectivity issues that may arise and providing solutions as quickly as possible for any errors that occur.
* Train Users on how to use new software, resolve technical issues with printers and scanners.
* Create new user accounts, grant user permissions, assign passwords, and ensure that all technical equipment complies with industry standards.
* Responsible for providing help, support and assistance in initial installation of the system, setup and maintenance of the user account, email account, data recovery etc. Remote support to user.
* Maintaining and keeping track of the IT (HARDWARE & SOFTWARE) inventory.
* Training the users on the ways of handling the printer machines accurately.
* Responsible for Server Backup of data Monthly Basis.
* **I had worked with Accuprec Research Labs Pvt.Ltd as Sr.IT Executive: - (AUG-2016 to 15-NOV-2017)**

**Job Responsibilities: -**

* Manage the whole computer Of labs, staff systems, printers and the whole networking stuff.
* Installing and configuring computer hardware operating systems and applications.
* Handel Agilent Open Lab Software and solve to software problem and server
* Monitoring and maintaining computer systems and networks, replacing parts as required.
* Talking staff through a series of actions either face to face or over the telephone to help set up systems or resolve issues.
* Supporting the roll-out of new applications.
* Responding within agreed time limits to call-outs.
* Working continuously on a task until completion (or referral to third parties, if appropriate).
* Prioritizing and managing many open cases at one time.
* Train Users on how to use new software, resolve technical issues with printers and scanners.
* Rapidly establishing a good working relationship with staff and other professionals.
* LAN WIFI connectivity troubleshooting via ping, network tools & software. Designed and implemented infrastructure 250+ users, CCTV.
* Manage & track IT assets with periodic audit.
Vendor management.
* Responsible for user administrator role for ERP software and other QC, ADL, QA, Warehouse, Production, Engineering department Applications software.
Implement of Computer Security policy to ensure 21 CFR compliance.
* Implement and monitor Data backup policies and data backup management. Designed and implemented infrastructure 250+ users,CCTV. Manage & track IT assets with periodic audit. Vendor management. Responsible for user administrator role for ERP software and other QC, ADL, QA, Warehouse, Production, Engineering department Applications software. Implement of Computer Security policy to ensure 21 CFR compliance. Responsible to implement of IT Projects. Define AMC needs for IT Infrastructure, Maintain warranty records. Contribute to build and implement IT Policy & IT Security Policy. Assisting in the design and implementation of the network (LAN & WAN), troubleshooting network problems and conflicts. Suggesting improvements in the operations and processes to make the system fool proof. Responsible for LAN / WAN Management and Troubleshooting. Maintain all the documents perform to computer system, there life cycle and make them available for inspection. Implement and monitor Data backup policies and data backup management
* **I had worked with Essilor Lens & Spects Pvt.Ltd as Sr.IT Executive: - (March-2013 to july-2016)**

**Job Responsibilities: -**

* Maintain All Office Computers and Repair Hardware Problem
* Install office software and solve Company software problem
* **I had worked with Englihtment99 software consultant Pvt.Ltd as IT Executive: - (June-2010 to Feb-2013)**

**Job Responsibilities: -**

* Installation and Maintenance of systems, All Brand Laptops Printers and all type of hardware peripherals.
* Handling of 90 Users support for hardware network and printers.
* Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
* Supporting users over the telephone, remote tools and by email.
* Setting up new users' accounts and profiles and dealing with password issues.
* Installation and support for software’s, client antivirus, outlook in WIFI device.
* Maintaining maximum availability of supported services for users.
* Configuration and testing of any new hardware and software.
* Supporting customers using remote access technologies and also by visiting client sites.
* LAN WIFI connectivity troubleshooting via ping, network tool.
* Raising ticket for complaints of Leased Line connectivity.
* Responsible for supporting: Windows Operating systems, Microsoft Office, Network Printers, Anti-Virus, Ethernet and wireless router Configurations.
* **I had worked with Krishan computer as computer hardware engg (March-2009 – May-2010)**

**Job Responsibilities: -**

* End user computers Installation and Maintenance of systems, All Brand Laptops Printers and all type of hardware peripherals.

**Personal Details:**

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|  | **Date of Birth** |  | 12/03/1981 |  |  |  |  |
|  | **Nationality** |  | Indian |  |  |  |  |
|  | **Gender** |  | Male |  |  |  |  |
|  | **Marital Status** |  | Married |  |  |  |  |
|  | **Languages Known** |  | English, Hindi and Gujarati |  |  |  |  |
|  | **Present Address** |  | Parmanand Hight Flat, A1,402,4th floor, near Parmanand Bungalow Karannagar Road,Kadi-382715. |  |  |  |  |
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|  | **Hobbies** |  | Travelling, Surfing Internet & Learning new Techniques. |  |  |
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|  |  | **Education:** |  |  |  |  |  |  |
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|  |  | **Qualification** |  | **University/Institute** |  | **Year of Passing** |  |
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|  |  | MCP |  | Microsoft Certified Profession |  | 2009 |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Computer Network Technician |  | Directorate of Employment And Training, Gujarat Council of Vocation Training |  | Feb-2009 |  |
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|  |  |  |  |  |  |  |  |
|  |  | B.com |  | Gujarat University |  | Nov-2005 |  |
|  |  |  |  |  |  |  |  |  |
|  |  | HSC |  | GHSEB | O | Oct-1998 |  |
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**DECLARATION:**

I am sure**,** that I shall prove to be an asset to your renowned establishment**.** To achieve the greatest height of success by implementing my knowledge to the best of my efforts and working in an enthusiastic team oriented environment**.** If I get chance to serve you**,** hoping to be favoured.