**CURRICULUM VITAE**

**Mohit Saini**

1538/20, Saini Pura,

Rohtak (Haryana) 124001

Mob: 09034874208

**OBJECTIVE**

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with changing scenario of the world.

**ACADEMIC QUALIFICATION**

Graduation in B.A (Arts) from Maharshi Dayanand University.

Done Senior Secondary from H.O.S in the year 2006.

Done Matriculation from H.B.S.E in the year 2004.

**TECHNICAL QUALIFICATION**

**M.Sc in Computer Science** from **Maharshi Dayanand University, Rohtak-124001.**

**Diploma** in **Master connect course (MCSE, CCNA and Security System)**, from **IACM** Punjabi Bagh, New Delhi -110026 (2008-10).

Diploma in **Hardware & Networking Maintenance** from **Hartron**, approved by

**Haryana StateElectronics Development Corporation Ltd**, **Chandigarh** (2006-08).

Diploma in **Library & Information Science**, from **Vaish Technical Institute**, **Rohtak** approved by **State Board Technical Education, Chandigarh** (2004-07).

**TECHNICAL SKILLS**

* Manage& Maintaining LAN Network,
* Good knowledge of Microsoft Office Products.
* Basic Knowledge of RIS, DNS, DHCP and Desktop Support.
* TCP/ IP, Sub netting, Printer Sharing.
* Routing Protocols RIP, IGRP, EIGRP, OSPF.

**EXPERIENCE**

**Company : Bharat Rasayan Ltd.**

**Role : Officer IT**

**Date : 01 Aug 2015 to – Present**

**Location : Rohtak (Mokhra Plant)**

**Responsibilities** **:** Managing and maintaining Network devices.

Managing MS Outlook 2013 for all users.

Maintaining Thermal, Laser and Dot Matrix Printer.

Configure & maintaining antivirus server.

Manage Connectivity from HO to site level.

Maintain QC Lab software and instrument connectivity.

**Company : Dimension Data India Ltd.**

**(On Third Party Payroll Sequel Mynd Solution Pvt. Ltd)**

**Role : Field Engineer**

**Date : 19 Mar 2015 To– 30 July 2015**

**Project : State Bank of India & SBI Associate Bank**

**Location : Hisar**

**Responsibilities** **:** Managing and maintaining Network devices.

Configure Router and Switch.

Maintain Leased Line, ISDN Line and VSAT.

Monitoring all Bank Braches at Bank Data Centre.

**Company : Satyam Cineplexes Ltd.**

**Role : Assistant – IT**

**Date : 05 Nov 2013 – 18 Mar 2015**

**Responsibilities** **:** Managing and Maintaining Network devices.

Managing MS Outlook 2010 for all users.

Maintaining Thermal & Ticket Printer.

Upload movies schedule to the server.

Take backup of Server database on daily bases as well as Client.

Configure & maintaining antivirus server.

Handling Access card and attendance devices as well as software.

Manage Connectivity from HO to site level.

**Company : Velocis System Pvt. Ltd.**

**Role : Trainee Engineer**

**Date** **:** Aug 2010 to Oct 2011 (Aug 2010 to Dec-2010 as Trainee period)

**Description** **:** Behalf of **Airtel engineer** on **Hartron Project** for Haryana.

**Responsibilities** **:** Configure Router and Switch.

Configure Leased Line as well Optical Fiber Cable.

Manage and maintaining LAN Network.

**PERSONAL DETAILS**

Father’s Name : Sh. Nihal Singh Saini

Mother’s Name : Smt. KiranBala

Date of Birth : 07-July-1989

Sex : Male

Nationality : Indian

Language known : English & Hindi

PAN Number : BTEPS8533A

I hereby declare that the information given above is true and best of my knowledge.

Place:

Date: (MOHIT SAINI)