



Arpit Sharma

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CAREER OBJECTIVE:-

Looking for a job position with the opportunity to work with other administrators to improve customer service and the reliability of the assigned information system.

EDUCATION (ACADEMIC CREDENTIALS):

DEGREE/CLASS	COLLEGE/SCHOOL	BOARD/UNIVERSITY
Master of Computer Application (M.C.A.)	Govt. Engineering College, Ajmer	Rajasthan Technical University, Kota
Bachelor of Computer Application (B.C.A.)	Bhagwant University, Ajmer	Bhagwant University, Ajmer
12 th (Science-Biology)	Private	Central Board Secondary Education (C.B.S.E.)
10 th	B.M.P.S.	Rajasthan Board Secondary Education (R.B.S.E.)

COMPUTER SKILLS:-

LANGUAGES: - C, C++, VISUAL BASIC 6, PL/SQL

DATABASE: — MICROSOFT SQL SERVER, ORACLE, MICROSOFT ACCESS

O.S. PLATFORMS: — MICROSOFT WINDOWS, MICROSOFT SERVER, LINUX,
ANDROID

SOFTWARE SKILLS:—

- A. Microsoft Office
- B. Basic Corel Draw
- C. Adobe Photoshop
- D. Remote Control software
- E. Equity trading /Odin diet software

HARDWARE SKILLS:—

- A. Installation
- B. Assembling
- C. Trouble Shooting
- D. Advanced Networking

Work Experience: -

- Worked in **MARBLE CITY HOSPITAL**, Kishangarh as **System Administrator** (7 July 2013 to 17 August 2017) and also worked as **Cashless coordinator** (TPA, ESI, BSBY).

Job Responsibilities:-

- ⇒ Responsible to install, set up, maintain network and also configure the peripherals, cabling and equipment according as per the requirement.
- ⇒ Monitor whether all the components are available for successful communication including ICU monitoring system.
- ⇒ Maintaining and monitoring the backup network, hardware, software, files on regular basis.
- ⇒ Timely analyse whether any repairs or replacements is needed.
- ⇒ Managing database of hospital management software & pharmacy software on server machine.
- ⇒ Correction & modification in hospital softwares with software vendor.
- ⇒ Configuring & troubleshooting NETGEAR, D-Link, Mikrotik ROUTERS.
- ⇒ Configuring & troubleshooting SWITCHES.
- ⇒ Troubleshooting OS issues, updating all software & Antivirus levels on all systems.
- ⇒ Installation and maintenance of OS with all types of software on all systems & server.
- ⇒ Troubleshooting Internet issues with ISP.
- ⇒ Remote control access & LAN monitoring.
- ⇒ Maintaining, troubleshooting & sharing the network printers & systems.
- ⇒ Configuring & troubleshooting Microsoft Outlook accounts.
- ⇒ Purchasing of IT Equipment and software in line within agreed budgets.
- ⇒ Managing user accounts and giving share & security level permissions.
- ⇒ Installing, networking, configuring & troubleshooting CCTV camera & DVR & supporting software with remote viewing on mobile.
- ⇒ Installing, configuring & troubleshooting Wireless Networking (Wi-Fi), wireless devices and projector.
- ⇒ Providing internet Facility through LAN & WI- FI.
- ⇒ Maintenance of fingerprint hardware, software backup, Database and IP management.

Additional Responsibilities:-

- ⇒ OPD/IPD billing supervision.
- ⇒ Supervision of all TPA Insurance cases and cashless cases.
- ⇒ Responsible for empanelment between hospital & any TPA.
- ⇒ Responsible for handling the TPA claims and payment settlement.

- Currently working in **AMRITANSH TECHNO INDUSTRIES**, Ajmer as **Operation Manager** (18 August 2017 to till date)

Job Responsibilities:-

- ⇒ Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements.
- ⇒ Oversee overall daily operations i.e. purchasing, production, quality control, invoicing, transportation.
- ⇒ Checking out purchase materials and manage relationships with vendors.
- ⇒ Maintain all data of production, financial, expense, sales and use them to improve profitability.
- ⇒ Manages recruitment, wages, contract labour, according to the client order
- ⇒ Managing in-house machines and IT systems ensuring that they are fit for purpose.

CERTIFICATES:-

- A. A CERTIFICATION BY FIRST NATIONWIDE BIOTECHNOLOGY OLYMPIAD HELD IN INDIA & ABROAD, SPONSORED BY EDUSYS (EDUHEAL FOUNDATION) DELHI.
- B. A PARTICIPATION CERTIFICATE BY RAJASTHAN PATRIKA IN “COMPUTER HARDWARE COURSE” AT PIE (PATRIKA IN EDUCATION) SUMMER SCHOOL.
- C. A PARTICIPATION CERTIFICATE BY GOVT. ENGINEERING COLLEGE, AJMER in one day workshop on “WIRELESS TECHNOLOGIES” on 1st October 2011.
- D. A PARTICIPATION CERTIFICATE BY GOVT. ENGINEERING COLLEGE, AJMER FOR TWO DAYS ON “NETWORK SIMULATOR-2” HELD ON 5TH & 6TH APRIL 2013.
- E. A PARTICIPATION CERTIFICATE OF TWO DAYS IN NATIONAL WORKSHOP ON “SOFTWARE TESTING: TOOLS & TECHNIQUES” AT UNIVERSITY OF KOTA ON 26-27 APRIL 2013
- F. A PARTICIPATION CERTIFICATE OF TWO DAYS IN NATIONAL WORKSHOP ON “GLOBAL INTERNET GOVERNANCE- OPPORTUNITIES AND CHALLENGES” AT UNIVERSITY OF KOTA ON 11-12 APRIL 2014.
- G. A PARTICIPATION CERTIFICATE OF ONE WEEK NATIONAL SCHOOL ON “RECENT COMPUTATIONAL TRENDS & TECHNIQUES IN COMPUTER SCIENCE” HELD FROM 08 OCT TO 15 OCT 2014 ORGANIZED BY DEPARTMENT OF COMPUTER SCIENCE & INFORMATICS, UNIVERSITY OF KOTA.

PERSONAL DETAILS:-

LANGUAGES KNOWN	: Hindi (R/W/S), English(R/W/S) & Regional(S)
Father's Name	: Dr. Rajendra Kumar Sharma
Mother's Name	: Shrimati Maya Sharma
DATE OF BIRTH	: 11 March 1989 (Saturday)
Blood Group	: B +
Marital Status	: Married
Gender	: Male
Nationality/ Category	: Indian/General
STRENGTH	: Creative, Fast Learner, Hardworking, Honest
HOBBIES	: Listen Music, Reading, and Watch Movies & Make new good friends, Working on computer, Travelling.

DECLARATION:-

I HEREBY DECLARE THAT ALL INFORMATION STATED ABOVE IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM WILLING TO SERVE GLOBALLY.

ARPIT SHARMA