HETAL B PANDYA

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| CARRIER OBJECTIVE: | LOOKING FORWARD TO ASSOCIATE MY SELF WITH AN ORGANIZATION WHERE THERE IS AN OPPORTUNITY TO SHARE, CONTRIBUTE AND UPGRADE MY KNOWLEDGE FOR DEVELOPMENT OF SELF AND ORGANIZATION SERVED |
| PROFESSIONALEXPERIENCE: | 1. RECENTLY WORKING WITH KIKANI EXPORT PVT.LTD AS AN IT (EDP) INCHARGE FROM MAR-2O15 TO TILL DATE.

Installation, Configuration, Maintenance & Troubleshooting of Network Infrastructure. EPBX Setup Troubleshooting, SAP-ERP Implementation & Support. LAN & Wi-Fi Set up and troubleshooting. (2) WORKED AS AN IT (EDP) EXECUTIVE WITH TIME TECHNO PLAST.LTD FROM FEB-2O11 TO MAR-2015.Installation, Configuration, Maintenance & Troubleshooting of Network Infrastructure, SAP Support. (3) WORKED AS AN ANALYST WITH “HCL INFO SYSTEMS LTD.” FROM OCTOBER 2009 TO JAN 2011* Preventive maintenance of all system hardware.
* Support to client for services for system, network and other

Requirement.* Maintaining client system through the Monitoring server

Spectrum, EL, CAITCM, CA service desk.(4) WORKED AS A MANAGEMENT TRAINEE CUM LAB CO-ORDINATOR WITH “HCL CARRIER DEVELOPMENT CENTRE” FROM JAN 2008 TO OCTOBER 2009. Planning and handling daily lab complaints* Monitoring of systems networking for effective working.
* Maintaining and updating network environment as per requirement.
* Preventive maintenance of all system hardware.

Managing client’s server through RIS system.,(5)WORKED AS A SANITARY INSPECTOR IN SHRIMANT FATEHSINHRAO GAEKWAR HOSPITAL VATRAK FROM 1 JUNE 2005 TO 31 OCT2006 |
| CERTIFICATION: | MCSA (Microsoft Certified System Administrator)* 070-270: Installing, Configuring and Administering Microsoft Windows XP professional.
* 070-290: Managing and Maintaining a Microsoft window server 2003 environment.
* 070-291: Implementing, Managing and Maintaining a Microsoft Window server 2003 network infrastructure.
* 070-284: Implementing and Managing Microsoft Exchange server2003.
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| SUMMARY OF QUALIFICATION: | 1. M.B.A. in specialization in INFORMATION TECHNOLOGY Pursuing from SIKKIMMANIPAL UNIVERSITY.
2. PGDMCA (Post Graduate Diploma in Computer Applications (Multilingual) from CDAC Pune in year 2006-07).
3. BACHELOR OF COMMARACE from Gujarat University (Passing Year 2002).
4. SANITARY INSPECTORS DIPLOMA COURSE From All India institute of Local Self-Government (Mumbai) in 2004
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| COMPUTER SKILLS & LANGUAGE  | * COMPLETED A+, N+, CCNA and MCSE FROM HCL CAREER DEVELOPMENT CENTER.
* Microsoft Office suite, Microsoft Windows (98/2000/XP/Vista/2003/Linux)
* C, C++, VB, Software engineering, ASP.net, C#
* Oracle 9i, SQL server 2008.
* Internet and net banking
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| AREA OF INTEREST | * LAN, WAN, HARDWARE, WIRELESS TECHNOLOGY.
* Project management
* Performance analysis
* Ability to work under pressure
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| STRENGTH | INNOVATIVE THINKING, SELF CONFIDENCE, POSITIVE ATTITUDE, QUICK LEARNER, ANALYTICAL AND PRACTICAL ABILITY TO ENJOY WORK. |
| PROJECT DETAILS | Have successfully completed the project work “Human Resource Management System” in HCL Info Systems Ltd, Ahmedabad. This project is basically used to manage the information of the organization like employee management, leave management and all other activities and also track the different- different kind of activities with the help of the system.Have successfully completed a project report on “IT Resources” in HCL Info Systems Ltd, Ahmadabad. This project is web based application to manages and maintains the recruitment process for the organization. It is commonly used in the organization to create vacancy, update it, deploy it on the site and also manage the application that is coming for that particular vacancy.Have undergone the project work for Network development through the different application of ICS and Proxy Server. |
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| PERSONAL DETAILS |
| FULL NAME | HETALKUMAR BHARATKUMAR PANDYA |
| DATE OF BIRTH | 1 June 1981. |
| GENDER | MALE |
| MARITAL STATUS | MARRIED |
| Current CTC | 32545 |
| Expected CTC | Negotiable |
| TECHNICAL SKILL | Hardware Skill:Awareness of High End Network Equipment, Server, Network Switches, Router, Firewall & Wi Fi Network EquipmentMaintaining & Repairing of All kind of computer system based on Intel Processor, i.e. Intel IV – C2D, Dual Core, I3 & Other processor, Intel ChipsetsMaintaining & Repairing of Dot Matrix Printer, Laser Printers, Scanner, & etc.Trouble Shooting - Computer System, Printers & Other IT Equipment’sMaintaining of CCTV Camera SystemSoftware SkillInstallation of all kind of Windows base softwareInstallation & Trouble Shooting of all kind of automation software i.e. MS Office, MS Outlook & Thunder bird, and others.Installation & Trouble Shooting of Designing softwareInstallation & Trouble Shooting of Hotel Management softwareInstallation & Trouble Shooting of CCTV Camera SystemsOperating SystemsDosWindows XP – Vista-Linux-Obuntu-Windows8 -10-etc…Windows 2003 -2008-2012 server* Other skills: -

: - Install Software: Windows 95/98, Lotus Notes, WordPerfect, Microsoft Office, Office365 Configure and implement Remote Access Solution: VPN, ISDN dial up.* Network Assessment and Documentation (including technical, operational, and economic assessment)
* Managing User accounts using Active Directory
* Implementation of TCP/IP & related Services-DHCP/DNS/WINS
* Knowledge of the application and utilities of Windows server 2012, 2008, 2003, XP, NT & Microsoft Azure Server
* Administered change management related to server upgrades and software installation.
* User Setup - Added user I.D.s; set-up printers; Lotus Notes I.D. or Mobile; Internet/Proxy server; data directories; special software, etc.
* Created images for various divisions for all desktops and laptops using Ghost.
* Provided technical support for hardware/software configurations and applications.
* Knowledge of office365 Admin Console

ERP – Administrator * Responsible for supporting ERP system and other related 3rd party applications.
* Responsible for workflow process documentation and ongoing training as needed
* Participate in the design, development, customization, and support efforts of current ERP system as well as lead the migration and integration efforts
* Coordinates new software releases, fixes and upgrades with technical teams and users
* Compiling the business processes for the implementation.
* Support day to day activities
* Overall responsibility for assuring efficient and effective use of the ERP system
* Providing Technical Leader ship for modifications, new reports
* Implementing ERP to other sites and provide support to other sites
* Imparting user training on complete modules to Core Team Members.
* Preparation, Finalization & Sign-off of Roles & Authorization Matrix.
* Preparation of End user manuals, Standard Operating Procedures & Conducting End-user Training
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Thanking You,

HETAL