Curriculum Vitae

**YAJUVENDRA SINGH CHAUHAN**

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**Objective**

To attain a challenging job in a dynamic and growth oriented organization where I can utilize my knowledge, experience, skills and abilities efficiently and work to the best of my potential with patience, consistence and team spirit for the betterment and progress of the organization.

**Summary:** Total Experience more than 8 years in the field of hardware, software, networking, VSAT, telecom & internet.

* Currently working in **Wind World India Limited** (Formerly known as Enercon India Ltd) from **July’11** to till date as an **IT Executive** of Cluster (North India).

**About the Company:** Wind World (India) Ltd is an ISO 9001:2008, in the field of WIND ENERGY sector having business all across India with an installed capacity of more than 4000 MW.

The main responsibilities are as follows:

* Administration and Maintenance of entire IT infrastructure at Regional office & remote Sites for Servers, Desktops, Laptops and Connectivity 24x7.
* Ensure high availability of IT resources - hardware (Desktop, Laptop, Printer, Scanner, UPS, Switches, Modem, IT accessories etc.) & network connectivity (LAN, WAN, VSAT, and Broadband).
* Installation, configuration & troubleshoot of business application software( i.e. MS Windows 10/8/7/XP, MS Office 2013/2010/2007/2003, Lotus Notes, SAP, Symantec Antivirus, Polycom VC, etc.).
* Allocating assets to new Joinee according to the policy with all basic configuration & tracking of licence software installed as per requirement.
* Provide new Joinee basic training & support to use of IT applications (SAP, Company portal, Mailing application, Internet etc.).
* Proper assessment of user requirement and coordination with IT Corporate team on allocation of IT assets to user on top priority.
* Maintenance of IT asset management system for allocation of new IT asset to user and transfer of asset, surrender of asset. Disposal of scrap of IT assets as per company norms.
* Having good knowledge of License Software (Adobe, AutoCAD, IBM, etc.).
* Having good knowledge & experience of MS Office (Excel, Word, PowerPoint, and Outlook).
* Testing & monitoring for Video Conferencing and ensure proper functioning of VC. Providing support to users in Delhi, Rajasthan and Madhya Pradesh Region.
* As per requirement manage procurement process of new asset. Purchasing of asset & take follow-ups with 3rd party Vendors.
* Update all call in the system for regular tracking.
* Publish Monthly MIS report & analyze daily change updating in IT database.
* Accurate logging, ticketing and tracking of all chats
* Manage & update IT stock Assets & handling IT clearance cases.
* Planning IT infrastructure requirements based on the existing projects
* Monitoring and auditing the usage patterns or IT systems in the organization
* Network design, deployment and implementation for new offices at minimum cost during office shifting.
* Knowledge of Installation, Operation, surveillance for CCTV, Security systems
* Worked in **Zephyr System Pvt ltd** from **Aug’09** to **May’11** as an O & M Engineer for MTS project of Cluster (Ghaziabad & Noida) & managed more than 120 sites in a cluster.

**About The Company:** Zephyr is one of India's leading organization operating in the fields of Telecom, Training (Skill Development), Green Energy, Construction, e-Governance Projects, Outsourcing, O&M etc. Zephyr is pioneer and a leading company providing various services to service providers as well as equipment manufacturers.

The main responsibilities are as follows:

* Manage Network Stability.
* Installation and configuration of ZTE BTS.
* Commissioning and maintenance of Intracom ISR and IDR.
* BTS commissioning, Alarm integration and testing.
* Troubleshooting of transmission, BTS and power issue.
* Facility audit which involves checking whether installation is done properly and as per format or not. Checking the antenna height, tilt, type and azimuth etc.
* Getting acceptance testing of BTS done.
* Checking quality and customer satisfaction on various projects.
* External alarms termination and testing.
* Internal alarms rectification related to ZTE BSS.

**Professional Qualifications**

* M.B.A. in dual (H.R. & IT) from Institute for Engineering & Technology affiliated to Punjab Technical University in 2012.
* B.Tech. in Computer Science & Engineering from H.R. Institute of Technology, Ghaziabad affiliated to U.P Technical University, Lucknow in 2009.

**Academic Qualifications**

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| --- | --- | --- | --- |
| Year | Standard | School/Board | Marks (%) |
| 2003 | X | Kendriya Vidyalaya, Kamla Nehru Nagar, Ghaziabad / C.B.S.E. | 70.2 |
| 2005 | XII | Kendriya Vidyalaya, Kamla Nehru Nagar, Ghaziabad / C.B.S.E. | 69.2 |

**Computer Skills**

Languages : Java (Core Java), C, C++, SQL, Database concept

Operating System : MS DOS, WINDOWS (98, XP, Win7, 8)

**Extra Curricular Activities**

* A JAVA Core & Advance Full Track Course of 4 months from DUCAT, Noida.
* Working as coordinator in various events in our college fest “NECTAR”.
* Participated in NECTAR 2006 Events held at H.R.I.T.
* Won the Second prize in Skit Play in NECTAR 2007 held at H.R.I.T.

**Personal Details**

Father’s Name : Mr. B.S. Chauhan

Sex : Male

Marital Status : Married

Languages : English, Hindi

Father’s Occupation : Business

Mailing Address : H.No. 1402, Vivekanand Nagar, Ghaziabad.

Pin Code : 201002

**Declaration**

I hereby certify that all the information furnished is correct to the best of my knowledge & I am ready to provide relevant documents as a proof there of.

*(Yajuvendra Chauhan)*