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FALCON ID # 30835

IT / It Technician

Residential Country : India Nationality : India  
Resume Title : It Technician Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
Iti		2005	Not Mention

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
It Technician	Reputed Company	India	03/2011	/
Administrative Specialist	Fluor	India	11/2009	03/2011
It Technician	Gini And Jony Ltd	India	07/2006	08/2008

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

### Additional Skills :

- Computer Packages: MS Word, MS Excel, PowerPoint, MS Access, Outlook, Lotus 8.1 and Maximo.
- System Troubleshooting
- Printer Troubleshooting

- Strong experience of Configuring, Installing and troubleshooting of network using Windows XP, Windows 7, Windows 2008.
- TCP/IP configuration and troubleshooting and setting up heterogeneous network.
- Creating and administrating user and group accounts and applying appropriate permissions to the user.
- Installing, configuring, and maintaining physical and virtual computer servers and desktops.
- Installing and upgrading Antivirus software.
- Configuring, maintaining and troubleshooting of Mail server, Web server and Proxy server.
- Setting of the Printing environment.
- Installing network upgrades, Performing router and switch upgrades.
- Assisting Network Team to deploy project based solutions.
- Mail Configuration, O/S Installation, Utility installation.
- Work with: Windows NT, Windows 2000 Advance Server, Windows XP, Windows 7, Windows VISTA, Windows 2003, and Windows 98 & Dos.
- Installing and configuring networking device Like NIC cards, Switches, Hubs and Modems.
- Installing and configuring lotus notes and outlook.

### Additional Information :

- Corresponding with government organizations for any approvals required by the company.
- Maintains receipts and supporting documentation.
- Responsible for the automated supply system for accounting of supplies and equipment; prepares all supply documents.
- Typing, filing, mailing, dispatch and updating the day to day Activities of the company.
- Receiving and Checking newly delivered materials and encoding.
- Updating inventory records in system by using Maximo software.
- Issuing of Material to the client and also receiving, shipping.
- Inventory on 100% materials all kinds of spare parts.
- Preparing finished products for shipment and storing in container.
- Verifying each and every received material from local vendor and shipment.
- Maintaining reports of discrepancies and damage to materials.
- Reporting to track expeditor on missing items as per documents received.
- Proper inspection on electronic items received is good or not.
- Making spread sheet of received materials and reporting to senior supervisor.
- Making labels for each and every part and storing in proper location.
- Communicating with army personals at army stock control regarding about materials.
- Maintaining high zero incident safety precautions around working area.