

CURRICULUM VITAE



Vaneet Khurana

IT Support Engineer

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Portfolio Link: <https://drive.google.com/drive/folders/10r6xjbjOI5LXCxXZJRHrlyW-TqllD8sO?usp=sharing>

Address: H.No 2065 Near old Post office, Noordi Bazaar, Jandiala Guru, Amritsar, Punjab, India
PIN Code 143115

Summary

I have over 11 Years' IT Industry, Govt. Institution, and E- Governance Project Experience in IT Support, Desktop Support, and Team Leader. I was responsible for taking offer application and technical support to the users. I was responsible to respond and resolve the support requests and service tickets. It is a part of my job to identify, diagnose and rectify any issues in computer hardware, software, services, and applications.

Experience

Total Eleven years' experience in IT Profile.

**BLS E-Solution Pvt. Ltd
(Amritsar)
2017 - 2020**

Sub Divisional Executive

Responsible for handling all IT Issues like All IT Hardware issue, Networking Trouble-Shooting, CCTV Cameras, Biometric Systems, Team Handling including 40 PSK Centers with 60 Team Member, Dealing with Government Department to Resolve Conflicts.

**Beyond Broadband Pvt. Ltd
(Amritsar)
2016 - 2017**

Sr. Technical Engineer

Responsible for Making New Corporate Connections, Maintaining Existing Corporate Connections, Trouble Shooting from Clients, Towers, Server ends, Team Handling with 10 Team Member.

**Govt. ITI Baba Bakala Sahib
(Amritsar)
2012 - 2015**

IT Literacy Instructor

Responsible for Teaching IT Literacy Subject to all ITI Trades, Admission Counseling, Handling Placement and ITI Website Portal, Social Media Handle and Graphic Designing Work, Resolve IT Hardware and Networking Issues, Internet

& Printer Issues, Admin Work, Board & Nodal Meetings.
I have attended **LOK SABHA ELECTION 2014**
worked as a **APRO** in **Parliamentary Constituency, Amritsar.**

**Jass Sanchar Pvt. Ltd
(Moga)**
2008 - 2012

IT Administrator

Responsible for handling all IT Issues like
All IT Hardware issue, Networking Trouble-
Shooting, Printer Issues, CCTV Cameras, Biometric
Systems.

Education

SCDL, Pune
2009 - 2011 (Passed out)

PGDIT (Distance)

Punjab Technical University
2004 - 2008 (Passed out)

B.Tech IT (Regular)

Skills and Languages

IT Peripherals Assembling, Disassembling
Window, Linux OS Installation
Software Installation
Networking Troubleshooting
CCTV Surveillance Monitoring
Biometric System Monitoring

MS Office
Word press
Adobe Photoshop
Adobe Illustrator
Adobe Premiere Pro
Corel Draw

English
Hindi
Punjabi

**Volunteer Graphic Designer
(Work Form Home)**
From 2018 - Present

Graphics Designer (Volunteer Project with 100 % Responsibility)

I can design Business Card, Social Media Post, Banner, Menu
Card, Roller standee, Logos, Brochures, Flyers, E-catalogue,
Image Editing for E - Commerce or Seller Account, Website
Mock up Design, Product Box Design, Cover Page Design,
Website Design, Landing Page Design, Printing Design etc.

Project

**NGO
Be Dauntless
Foundation**
New Delhi
2021 - Present

Volunteer Lead Graphics Designer worked as WFH

Responsible for Making Campaign Creative
regarding UN SDG 4 Quality Education etc.

NGO
Mumbai First
Mumbai
2020-2021

Volunteer Graphics Designer worked as WFH
Responsible for Making Campaign Creative regarding Covid-19, Violence against Women & Health issues of Women in Slum of Mumbai, Women Safety, Climates Changes, and Water Crisis Like Social Media Post, Logo, Event Flyer, Rolling Standee, Email Newsletter, Monthly Newsletter, Banner, Printing Design etc.

NGO
Elder Care
Ahmedabad
2020

Volunteer Graphics Designer worked as WFH
Responsible for Making Campaign Creative regarding Betterment of the Elderly, Covid-19 like Social Media Post, Banner, Printing Design etc.

NGO
Ideal Village
Bangalore
2019

Volunteer Graphics Designer worked as WFH
Responsible for Making Campaign Creative regarding Education like Social Media Post, Banner, Printing Design etc.

NGO
RY Foundation
New Delhi
2018

Volunteer Graphics Designer worked as WFH
Responsible for Making Campaign Creative regarding Education like Social Media Post, Rolling Standee, Banner, Printing Design etc.

Motivational Blog
2019

Website Designer
Created Motivational Blogging Website using WordPress.

User & File Maintenance System
2007

Shell Scripting

Created Shell using Shell Programming in Linux.

Management Skill

Coordination
Dedication
Problem Solving
Decision Making

Quick Learning
Adaptability
Leadership Skills

Achievements

- Won Graphics Designing Contest through **Study Tours India**. Toughness of this contest made me stronger.
- Got token of appreciation from **Be Dauntless Foundation** in excellence of services.

Interests

Listening to Music.

Graphic Designing.

Personal Profile

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|----------------|---------------------------|
| Date of birth | 17 th Aug 1986 |
| Gender | Male |
| Nationality | Indian |
| Marital Status | Single/Unmarried |