

# CURRICULUM VITAE



## Vaneet Khurana

### IT Support Engineer

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**Portfolio Link:** <https://drive.google.com/drive/folders/129JZLeSdKt0aQcuKpnpV40etJUDmk6x1?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.

#### Volunteer Graphic Designer (Work From 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.

#### 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.

**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

## **Some Happy Clients**

**Bonsai Education**  
Ludhiana - Pb,India

**MX Bizz**  
Amritsar - Pb,India

**Estee Lauder**  
USA

**Poshia Boutique**  
Ludhiana - Pb,India

**Web Solvers**  
Bikaner - Rj,India

**Royal Jewelry**  
USA

**Fource Energy Consultants LLP**  
Chennai - TN,India

**Prospect Research Report**  
Mathura - UP,India

**Petfinder**  
US,Canada & Mexico

**Mumbai First**  
Mumbai - MH,India

**Study Tours India**  
Bhubaneshwar - Odisha India

**Farm Drop Grocery**  
Canada

**Pro Guard Protect**  
Australia

**Dacey Footwear**  
UK

**Laura Garcia**  
Makeup Artist,UK

UK

France

## Project

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

**Volunteer 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.

**Motivational Blog**

**Website Designer**

2019

Created Motivational Blogging Website using WordPress.

**User & File Maintenance System**

**Shell Scripting**

2007

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 Torus India. Toughness of this contest Made me Stronger.

## Interests

Listening to Music  
Graphic Designing

# Personal Profile

Date of birth	17 <sup>th</sup> Aug 1986
Gender	Male
Nationality	Indian
Marital Status	Single/Unmarried