

CURRICULUM VITAE



Vaneet Khurana

IT Support Engineer / Graphic Designer

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Portfolio Link: https://drive.google.com/drive/folders/12CU50Uux-TkZz-PxLZdv08kBnA-TWNj0?usp=share_link

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 Fifteen years' experience in IT Profile.

Eleven Years' Experience in IT Profile + Four Years' Experience in Graphic Designer.

Philips International (Jalandhar)

2022 - Left

Graphic Designer

Responsible for Rebranding, Catalogue Design, Social Media Post Design, Banner Design, Emailers, Social Media Handle, Short Video Editing, Online Sales Platform like Indiamart , Flipkart, Amazon.

Sifti Rice Mills (Amritsar)

2022 - Left

Graphic Designer

Responsible for Rebranding, Catalogue Design, Social Media Post Design, Banner Design, Emailers.

Iris Natural Sciences Pvt. Ltd. (Sangrur)

2021 - 2022

Graphic Designer (WFH)

Responsible for Rebranding of All Ayurveda Product, Carton & Label Designing, Website Banner Design, Social Media Post Design.

Strive Digi Tech

Graphic Designer (WFH)

(Mohali)
2021

Responsible for Social Media Post, Banner, Website Banner, Brochure, Catalogue Designing.

Astonea Labs Pvt Ltd
(Panchkula)
2021

Branding Designer

Responsible for Banner, Post, Brochure, Catalogue , Carton & Label Designing.

Web Solvers
(Bikaner)
2020 - 2021

Graphic Designer (WFH)

Responsible for Image Editing for Footwear Catalogue. Campaign Creatives, Event Creatives, Social Media Post. Product Catalogue.

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 PGDIT (Distance)
2009 - 2011 (Passed out)

Punjab Technical University B.Tech IT (Regular)
2004 - 2008 (Passed out)

Skills and Languages

IT Peripherals Assembling, Disassembling	MS Office	English
Window, Linux OS Installation	Word press	Hindi
Software Installation	Adobe Photoshop	Punjabi
Networking Troubleshooting	Adobe Illustrator	
CCTV Surveillance Monitoring	Adobe Premiere Pro	
Biometric System Monitoring	Corel Draw	

**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 Head of Creatives worked as WFH
Responsible for Making Campaign Creative regarding Education in Slums, Shaping the Future ,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

Volunteer Graphics Designer worked as WFH

Elder Care
Ahmedabad
2020

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** in 7th June 2020. Toughness of this contest made me stronger.
- Got First token of appreciation from **Be Dauntless Foundation** in excellence of services on 7th September 2021.
- Got **Head of Creatives** Position in **Be Dauntless Foundation** in 5th January 2022.
- Got Second token of appreciation from **Be Dauntless Foundation** in excellence of services on 7th August 2022.

Interests

Listening to Music.
Graphic Designing.

Personal Profile

Date of birth

17th Aug 1986

Gender

Male

Nationality

Indian

Marital Status

Single/Unmarried