

Curriculum Vitae



Kaushik Singh Teron
Dob: 27th Feb 1988

Contact no: 8474054595
8638594347
Email:kaushik_bitu@yahoo.com

CAREER GOAL

To excel in field of Computer Hardware & Networking, from where I can gain my IT knowledge in a practical environment.

DESIRED JOB PROFILE

Want to work in a Computer Hardware and Networking field.

EDUCATIONAL CREDENTIALS

B.C.A (Bachelor of Computer Application)
Senior Secondary
Matriculation

IT CERTIFICATION AND DIPLOMA

CCNA Coaching Completed from ISNP (Information Security and Network Professional)
Hardware and Networking from C.E.C (Computer Education Centre)

JOB PROFILE

Jan 2009 to December 2010: Worked as an **IT Manager** in **AIR ENTERPRISE**, a registered construction firm based in Guwahati, Assam and posted at Six Mile, Guwahati in Kamrup (M) dist (Assam). Responsibilities in **AIR ENTERPRISE** were:

- Manage information technology and computer systems
- Ensure technology is accessible and equipped with current hardware and software
- Monitor and maintain technology to ensure maximum access
- Perform other related duties as required during working hours

June 2011 to December 2011: Worked as a **Technical Coordinator** in **ITSource**, a technical and educational organisation based in Mumbai and posted at Rajgarh, Guwahati in Kamrup (M) dist (Assam). Responsibilities in **ITSource** were:

- Develop, implement and distribute deliverables.
- Develop, initiate and coordinate product launch.
- Assess, modify and upgrade specific product technologies.
- Implement new product technologies and techniques.
- Troubleshoot and resolve large complex issues and problems.
- Organize and update databases and information.
- Coordinate and support on software issues, training and installation.
- Perform installations, requirements analysis and compatibility review.
- Advise Land Departure a Technical viability of new sites.
- Assist in fee negotiation and the appointments of consultants.

JOB PROFILE

JOB PROFILE

January 2012 to December 2012: Worked as a **Faculty** in **VINTAGE ACADEMY**, a registered educational organisation based in Guwahati, Assam and posted at Ganeshguri in Kamrup (M) dist (Assam). Responsibilities in **VINTAGE ACADEMY** were:

- To coordinate and to provide directions to the development of the computational facilities.
- To plan and oversee the growth of computing activities in the University.
- To lead a team of IT personnel and interact with faculties and students.
- To participate in the teaching programme.
- Any other duties assigned from time to time

January 2013 to December 2014: Worked as a **Faculty** in **EASTERN TECHNOLOGY GROUP**, a registered education Centre based in Guwahati, Assam and posted at Bhangagarh, Guwahati in Kamrup (M) dist (Assam). Responsibilities in **EASTERN TECHNOLOGY GROUP** were:

- Advise and consult with faculty, students, and researchers in the design, development, and implementation of information technology services for teaching, learning, and research.
- Supervise installation of hardware, software, and peripherals.
- Focus on logistical/technical support and operational needs/issues, ensuring efficient and effective delivery of quality lifestyle services and support.
- Supervise support staff including hiring, training, and evaluating performance.
- Develop, deliver, and assess training programs including seminars, training sessions, and workshops. Identify, analyze, and evaluate training needs.
- Arrange for instructors, facilities and materials as required.
- Consult with faculty, students, researchers, and ITS staff on training interests and opportunities
- Attend conferences, enroll in class, read trade and professional publications.

JOB PROFILE

January 2015 to December 2015: Worked as a **System Administrator** in **QUICK SOLUTION**, a registered IT firm based in Guwahati, Assam and posted in Rukminigaon, Guwahati in Kamrup(M) dist (Assam). Responsibilities in **QUICK SOLUTION** were:

- Handle campus wired, wireless and microwave networks.
- Configure network routers and switches.
- Plan, coordinate and execute server and network changes.
- Handle routine technical, operational and analytical tasks to support customer data telecommunications systems.
- Oversee and assess network efficiency and make associated suggestions.
- Direct complex technical, operational and analytical tasks to support customer data telecommunications systems.
- Manage users on network, assign application access and maintain workstation configurations as per system requirements.

JOB PROFILE

JOB PROFILE

March 2016 to February 2019: Worked as a **Technical Head** in **iON Digital Zone**, an online based exam centre under **Mukand Infrastructure Pvt.Ltd** in Guwahati, Assam and posted in Borjhar in Kamrup(M) dist (Assam). Responsibilities in this company were:

- Have to handle 1600 computers in the field of Hardware and Networking relating to any issue occurrence.
- Attending in Real time problem during exam related to any hardware and software issue.
- Maintaining of IT records and information.
- Installing and Troubleshooting of Network equipment such as router, switches, IO devices and others.
- IP Camera configuration and troubleshoot.
- Organize and update databases and information.
- Perform installations, requirements analysis and compatibility review.
- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, good put, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Perform other related duties as required during working hours.

JOB PROFILE

February 2019 to August 2019: Worked as **Master Trainer** in **Acme India Microsys Pvt. Ltd**, a skill development center under the project of **Deen Dayal Upadhyaya Grameen Kaushal Yojna** in Thane, Maharashtra and posted in Kokrajhar dist (Assam). The responsibilities in this company were:

- To participate in the teaching programme.
- Managing the trainers to rule or train according to the ACLP provided with new thoughts and ideas.
- Maintaining of test conducted and other related documents in the form of hard and well as soft copy.
- Maintaining of proper biometrics of both the trainers and trainee.
- CCTV backup.
- Assembling and servicing of PCs and CCTV and other computer peripheral devices & Maintenance.
- Perform other related duties as required during working hours.

August 2019 to till date: Working as **IT HEAD** in **Greenwood resort and hotels pvt. Ltd**, a hospitality management unit in Assam and posted in Guwahati in Kamrup dist (Assam). The responsibilities in this company were:

- To ensure IDS (a management software) server and its client working fine with all its feature.
- User creation and giving access according to its department when required in IDS and its module implementation.
- Maintaining Wi-Fi access databases of the guests and speed management.
- Maintaining of IT records and information.
- Installing and Troubleshooting of Network equipment such as router, switches, IO devices and others.
- Assembling and servicing of PCs and CCTV and other computer peripheral devices & Maintenance.
- Handle campus wired, wireless and microwave networks.
- Configure network routers and switches.
- Plan, coordinate and execute server and network changes.
- CCTV monitor and configuration and backup.
- Have to visit other site for checking and confirm that all the equipment are in working state.
- Make schedule and training to the staff related to the IDS modules and its features in every 1st week of the month.
- Helping out other departments in generation reports and transactions.

JOB PROFILE

HARDWARE SKILLS

- Assembling and servicing of PC's and other computer peripheral devices & Maintenance.
- Troubleshooting of PC, Modem.
- Installing & Trouble shooting of Modem and Network Printer
- Installing and configuring Local Area Connection and Wide Area Connection.

NETWORKING SKILLS

- Operating & Configuring - Cisco Routers & Switches
- Router Booting sequence & password recovery
- Routing Protocols (RIP, IGRP, EIGRP, OSPF)
- Standard & Extended Access list
- Configuring VLANs, inter VLAN routing
- WAN
- Configuring Frame Relay
- Configuring NAT/PAT
- Knowledge of VSAT
- Knowledge of Leased Lines
- ISDN

TROUBLESHOOTING

- Password Recovery (CISCO,1600, 2500,1700,2620,3500)
- Backup of IOS through TFTP server.
- Network and software troubleshoot.

SERVER

- Windows 2003 & 2008 Server Installation.
- Windows 2003 & 2008 Server role configuration.
- PXE Server such as for NetBoot

APPLICATION SOFTWARE

- MS Office
- Microsoft exchange server 2008
- Adobe Photoshop
- Pinnacle studio
- IDS Next

**NON INFORMATION
TECHNOLOGY**

- Inter Personnel skills.
- Good Analytical and Logical skills.
- Good Communication.
- Able to handle pressure
- Positivity

**PERSONAL
INFORMATION**

Name : **KAUSHIK SINGH TERON**
Father's Name : Mr. Putul Singh Teron
Date of Birth : 27th February, 1988
Permanent Address : Kaushik Singh Teron, C/O-Mr. Putul Singh Teron
Vill- Pachim nagaon,Jagiroad
P/o-Jagiroad
Dist: Morigaon (Assam)
Pin: 782410
Nationality : Indian
Religion : Hinduism
Sex : Male
Marital Status : Married
Language Known : Hindi, Assamese, English, Bengali

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Time:

Signature

Note: Date, Time and Signature is not mandatory for electronic generated.