CURRICULUM VITAE

VISHAL SAINI
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CAREER OBJECTIVE

To be employed in a progressive organization which would give me scope to enhance my skills and grow my professional career.

EDUCATIONAL QUALIFICATION

1. Secondary From Rajasthan Board, Ajmer.
2. Sr. Secondary From Rajasthan Board, Ajmer.

PROFESSIONAL QUALIFICATION

1. **MCA** (CIITM,Jaipur) From Rajasthan Technical University, Kota.
2. **BCA** (TCTE,Jaipur) From Rajasthan University, Jaipur.

STRENGTH

1. Positive Attitude
2. Dedication towards work
3. Work with full determination

COMPUTER PROFICIENCIES

1. **Hardware Maintenance and Troubleshooting**:
    1. Perform regular checks and maintenance on computer hardware (e.g., desktops, laptops, printers, etc.).
    2. Diagnose and resolve hardware malfunctions, such as issues with CPUs, monitors, keyboards, and other peripherals.
    3. Replace or repair faulty hardware components when necessary.
    4. Assist in setting up new computer systems or workstations in the lab.
2. **Software Installation and Support**:
    1. Install and update operating systems (e.g., Windows, Linux) and application software on lab computers.
    2. Ensure software licenses are properly managed and updated.
    3. Troubleshoot software-related issues, including system crashes, application errors, or connectivity problems.

3. **Network and Connectivity Support**:

    1. Ensure that all lab computers are properly connected to the network (wired or wireless).
    2. Troubleshoot and resolve network connectivity issues (e.g., LAN or Wi-Fi problems).
    3. Help users with login issues, passwords, or access to shared resources like printers, servers, or file storage.

4. **User Support and Assistance**:

    1. Provide technical assistance to students, staff, or faculty using the lab computers.
    2. Assist in resolving technical problems related to using lab software, hardware, or network services.
    3. Help users with specific tasks, like printing, saving files, or connecting to external devices.

5. **Lab Management**:

    1. Ensure that all systems are up-to-date and secure, including running virus scans and updating security patches.
    2. Monitor computer usage to prevent misuse or damage to equipment.
    3. Keep track of inventory (e.g., spare parts, accessories, and consumables like ink cartridges or paper).
    4. Manage lab schedules and coordinate usage between different users or groups.

6. **Security and Data Backup**:

    1. Implement and enforce basic security protocols, such as ensuring antivirus software is installed and active on lab computers.
    2. Perform regular backups of important lab data to ensure data safety and integrity.
    3. Assist with recovering lost or corrupted data when possible.

7. **Training and Documentation**:

    1. Prepare and maintain documentation for common troubleshooting steps, software installations, and lab policies.
    2. Provide basic training or orientation to new users of the computer lab.

SKILLS:

1. **Technical Skills**:

    1. Proficiency in computer hardware and software troubleshooting.
    2. Familiarity with operating systems like Windows and Linux.
    3. Experience with networking concepts and troubleshooting (Wi-Fi, LAN etc.).
    4. Basic knowledge of programming or scripting for automating tasks or troubleshooting issues (optional but helpful).

2. **Communication Skills**:

    1. Ability to explain technical concepts to non-technical users.
    2. Patience and strong interpersonal skills for assisting students or staff.
    3. Clear documentation skills for creating guides or procedures.

3. **Problem-Solving Skills**:
    - Strong analytical and problem-solving abilities to troubleshoot hardware, software, and network issues.
    - Ability to think creatively to resolve issues efficiently.
4. **Organizational Skills**:
    - Ability to manage multiple tasks at once and prioritize tasks effectively.
    - Good record-keeping skills for managing lab inventory and tracking maintenance schedules.

WORK EXPERIENCE

1. Aayojan School of Architecture Dec 2015 to June 2017 Worked as Network Administrator.
2. Poornima College of Engineering July 2017 to 2021 Worked as Technical Assistant.
3. Swami Keshvanand Institute of Technology Sep. 2021 to till date working as Technical Assistant.

PERSONAL PROFILES

Date of Birth	: 4th Aug 1987
Father's Name	: Mr. Ved Prakash Saini
Marital Status	: Married
Sex	: Male
Nationally	: Indian
Languages Known	: Hindi and English
Address	: Prem Nagar, Guda Road, Bandikui (Dausa).

DECLARATION

It is here by declare that the information furnished above is true to the best of my knowledge.

Date : 10-07-2025

Place: Jaipur **(VISHAL SAINI)**