Vivek Mohan Bharti
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EDUCATION

- **MCA–2024**
  NirwanUniversityJaipur
- **M.Com - 2023**
  University Of Rajasthan
- **B.Com - 2021**
  University Of Rajasthan
- **Diploma Computer Science - 2018**
  Board of Technical Education, Rajasthan
- **Senior Secondary Education – 2015**
  Board Of Secondary Education, Rajasthan
- **Secondary Education – 2013**
  Board Of Secondary Education, Rajasthan

EXPERIENCE (04Years 06 Months)

- **Trained Computer Operator**

  June,2018 – February,2020

  University of Rajasthan

- **Trained Computer Operator**

  September,2020 - May,2022

  University of Rajasthan

- **IT Head (IT)**

  June,2022 - till now

  Nirwan University Jaipur

SKILLS AND QUALIFICATIONS

- MS- Office (Word/Excel)
- Business Development
- Contribute towards Process improvement.
- Hindi And English Typing
- Hardware & Software Troubleshot and installation
- Photoshop, Canva

CORE

- Operating System: Windows Linux
- Server: Sophos
- Pay Time & Savior(Biometric attendance Software)
- CCTV Installation and Monitoring
- DSLR Camera Photography

JOB PROFILE:

IGC (HEEPS)

- Set up and installed computer hardware, software and user accounts for staff and Students.
- Created filing system for Office records and reports.
- Data handling of students.
- Handled both incoming and outgoing mail for the smooth function and communications.
- Official letters. Note sheets. Minutes of Meetings and report preparation on computer in word, excel and PDF format.
- Look after all the work of director as is Personal Assistant.

Central Library

- Completed frequent checks on user logins. File permissions and other data.
- Kept computer systems in excellent working order by performing preventative maintenance.
- Operated different computerized machines and Software to produce digital content and save information.
- Set up and installed computer hardware, software.
- Books Issue Return in physical and software mode in Circulation Section.
- Create issue and received the library cards for Students and Staff.
- Regular backup for libsys server.
- Kept resources in neat. Clean and working fashion to maintain availability for use.
- NOC Certificate Issue The Student after Deposited the Library Assets.

IT Head (IT)

- Managed office phone lines and desktop phones, enabling high-performing conference and meeting room technologies.
- Researched and implemented emerging technologies hardware and software.
- Troubleshot system and network problems, diagnosing and resolving hardware and software faults.
- Resolved technical and application problems via helpdesk both over phone and in person.
- Installed, configured and maintained LAN (Network) software and hardware related to servers. Personal computers and printers.
- Monitored IT equipment levels and anticipated future demand. Ordering new equipment when needed.
- Built and maintained good working relationships with colleagues across business to increase IT support capabilities.
- Installed and configured various operating systems and applications enhancing system capabilities.
- Created and maintained secure network. System and application components, minimizing threats and risks.
- Analyzed, solved and corrected issues on databases networks, software and hardware in real-time.
- Campus Shoot (DSLR)
- Set up and maintained firewalls on servers workstations and network hardware.

AWARDS AND HONOURS

- Participated in school level basketball, kho-kho and quiz.
- Event organizer in school Events.
- A volunteer at Rajasthan university's department of lifelong learning for social awareness camps
- A volunteer for college events and functions

Personal Information

- Father’s Name:- Shri Lalit Kumar
- DOB: - 01th of April 1998
- Married

DECLARATION

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

Date:
Place: Jaipur **Vivek Mohan Bharti**