CURRICULUM VITAE

Hemant Kumawat

Network Executive |Team Lead - Central Computing Labs
Mobile: +91-8209648240
Email : hemukumawat@gmail.com
Address : Plot No 58, Bajrang Vatika, Near Dakbel, Bagru, Jaipur 303007

PROFESSIONAL SUMMARY

Dedicated and result-oriented IT professional with experience in university administration, computing laboratory management, IT infrastructure, placement support, and examination coordination. Skilled in managing computer labs, hardware, software, networking, and providing technical support to academic and administrative departments. Strong organizational, technical, and problem-solving abilities with a commitment to ensuring efficient and reliable IT services.

KEY EXPERTISE

- Administration of Computing Laboratories
- Computer Lab Management & Supervision
- IT Infrastructure Management
- Lab Server Installation & Maintenance
- Placement IT Coordination
- Technical Support to Faculty, Students & Staff
- Inventory & Asset Management
- Preventive Maintenance of IT Equipment
- Procurement & Vendor Coordination
- Documentation & Report Preparation
- Team Coordination & Training

PROFESSIONAL EXPERIENCE

Network Executive / Team Lead – Central Computing Labs

Manipal University Jaipur [March, 2013] – Present

Computing Lab Administration

- Managed and supervised **41+ computing labs** across the university, overseeing the operation and maintenance of **1,700+ desktop computers** while leading and coordinating a team of **22 labs staff** to ensure efficient, secure, and uninterrupted lab operations.
- Ensuring smooth functioning of computer laboratories for academic programmes, practical classes, workshops, seminars, examinations, and research activities.
- Installation, configuration, maintenance, and upgradation of computer systems and application software.
- Maintenance of laboratory equipment including desktops, laptops, printers, scanners, projectors, other peripherals.

- Planning and implementing preventive maintenance schedules to ensure uninterrupted laboratory operations.
- Maintaining laboratory records, stock registers, asset registers, and equipment inventories.
- Providing technical assistance to faculty members, research scholars, administrative staff, and students.
- Coordinating procurement, installation, and commissioning of new IT equipment.
- Coordinating all IT-related activities during campus placement drives.
- Preparing computer laboratories for online recruitment tests, coding assessments, aptitude tests, and virtual interviews.
- Planning and implementation of a new computing lab within the given time involve proper scheduling, timely procurement of hardware and software, and efficient installation and testing. Effective coordination ensures the lab is completed on schedule and ready for use without delays.

IT Infrastructure & Asset Management (Additional Role)

(December 2018 – June 2022)

- Managed university IT infrastructure, including LAN, internet connectivity, networks, switches, and other networking equipment.
- Monitored system performance, network availability, and resolved hardware, software, and network-related issues.
- Managed antivirus, software updates, system security, and data backup activities.
- Maintained IT stock and asset inventory records for computers, peripherals, networking devices, and software assets.
- Handled asset tagging, verification, audit documentation, asset movement, and lifecycle management.
- Coordinated IT equipment allocation, installation, maintenance, replacement, and procurement activities.
- Coordinated with vendors and departments for AMC services, repairs, and efficient IT asset management.

Administrative Responsibilities

- Assisting in University accreditation processes such as NAAC, NBA, UGC, AICTE, and statutory inspections.
- Preparing departmental reports, annual reports, utilization reports, and technical documentation.
- Coordinating workshops, FDPs, seminars, conferences, and university events requiring IT support.
- Supervising technical staff, laboratory assistants, and student assistants.
- Maintaining proper documentation for audits and inspections.

Technical Skills

- **Operating Systems:** Windows, Windows Server, Linux (Ubuntu)
- **Language:** C, C++
- **Networking:** LAN/WAN, TCP/IP, Routers, Switches, Wi-Fi, Internet Administration

- **Hardware:** Desktop/Laptop Troubleshooting, Printers, Projectors, Server Maintenance
- **Software:** Microsoft Office, Office 365, Antivirus, Remote Support Tools, Online Examination Software.

EDUCATIONAL QUALIFICATIONS

- ✓ Bachelor of Technology in Computer Science Engineering from Siddhi Vinayak College of Science & Higher Education, Alwar **Affiliated with** Rajasthan Technical University (RTU),Kota Passed in 2011

CERTIFICATIONS

- CCNA

Awards & Achievements

- **MUJ Excellence Award (Key Enabler)**, Manipal University Jaipur, 2022 – Recognized for outstanding Contribution towards the Growth of MUJ.
- **MUJ Excellence Award (Standing Ovation Award),** Manipal University Jaipur, 2023 – on completion of 10 Year Service at MUJ. .
- **MUJ Excellence Award (Key Enabler)**, Manipal University Jaipur, 2024 – Recognized for outstanding Contribution towards the Growth of MUJ.

STRENGTHS

- Strong administrative and technical expertise
- Effective leadership, communication, and team management skills
- Analytical thinking and problem-solving abilities
- Excellent time management and coordination skills
- Documentation, record maintenance, and quality service commitment

PERSONAL DETAILS

- **Date of Birth:** 7 September 1989
- **Nationality:** Indian
- **Languages Known:** English, Hindi

DECLARATION

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

Date: _____
Place: _____

(Hemant Kumawat)