Manish Manubhai Prajapati (IT Supervisor)

CONTACT

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+971 55 9310 252

PARMANENT ADDRESS - Prajapati Nivas, Jitodia, Anand. Gujarat. India - 388001

SKILLS

- Networking 100%
- Operating Systems Support 100%
- Microsoft Excel Advance 100%
- Time Management 100%
- Problem Solving 100%
- Smart Work Management 100%

ACHIEVEMENTS & AWARDS

Cooking Course Certification *Chef Training, Suriya Palace, Baroda* .Completed an intensive cooking course at Suriya Palace, Baroda, honing culinary skills and techniques.. *Key Skills Acquired* 1. .Cuisine Specialization.: Gained expertise in traditional Indian, Chinese, and continental cuisine. 2. .Cooking Techniques.: Mastered various cooking methods, including grilling, roasting, and sauteing. 3. .Kitchen Management.: Learned effective kitchen management, including meal planning, inventory control, and team coordination. 4. .Food Safety

OBJECTIVE

IT Consulting and Strategy*: To leverage my 16 years of IT networking experience to provide strategic consulting services, helping organizations optimize their network infrastructures, improve security, and achieve business objectives.

EXPERIENCE

IT Supervisor November 2023 - Continue

Emirates Polystyrene Industries Limited

Key Responsibilities

1. *IT Equipment Maintenance*: Performed routine maintenance, repairs, and upgrades of IT equipment, ensuring optimal performance and minimizing downtime.
2. *Hardware and Software Updates*: Implemented hardware upgrades and software updates, ensuring latest security patches and feature enhancements.
3. *Virus Protection and Threat Management*: Installed, configured, and managed antivirus software, ensuring protection against malware and external threats.
4. *Performance Monitoring and Optimization*: Monitored performance metrics of all equipment and software, identifying areas for improvement and optimizing system performance.
5. *Security Systems and Diagnostic Support*: Maintained and supported security systems, diagnostic tools, and error reporting systems, ensuring prompt issue resolution.

Technical Skills

1. IT Equipment Maintenance and Repair
2. Hardware and Software Upgrades
3. Antivirus Software Management
4. Performance Monitoring and Optimization
5. Security Systems and Diagnostic Tools

Support Engineer December 2021 - July 2023

Wisedv Electronics Pvt Ltd

Key Responsibilities

1. *Hardware Maintenance*: Performed routine maintenance and repairs of IT equipment, including laptops, desktops, printers, and security cameras.
2. *Software Support*: Provided technical support for various software applications, ensuring seamless functionality and troubleshooting issues.
3. *Operating System Management*: Installed, configured, and maintained operating systems, ensuring optimal performance and security.
4. troubleshooting*: Conducted thorough troubleshooting and problem-solving activities to identify and resolve hardware, software, and system issues.

Technical Skills*

1. Hardware Maintenance and Repair
2. Software Installation and Configuration
3. Operating System Management (Windows, Linux, etc.)
4. Troubleshooting and Problem-Solving
5. IT Equipment Installation and Configuration

Network Engineer April 2020 - December 2021

Prime Communications - India

and Hygiene_: Understand the importance of maintaining high food safety and hygiene standards. *Career Benefits* 1. _Enhanced Culinary Skills_: Developed expertise in preparing a wide range of dishes. 2. _Increased Confidence_: Gained confidence in kitchen management and team leadership. 3. _Improved Job Prospects_: Acquired skills and certification to enhance job prospects in the culinary industry.

LANGUAGES

English

Hindi

Gujarati

INTERESTS

Cricket

Music

Cooking

Traveling

Socializing

Key Responsibilities
1. _IT Support_: Provided technical assistance and support to AT&T staff and end-users across the USA, resolving complex hardware, software, and network-related issues.
2. _Network Management_: Designed, implemented, and maintained large-scale networks, ensuring high availability and reliability.
3. _Troubleshooting_: Conducted advanced troubleshooting and problem-solving activities to identify and resolve network and system issues.
4. _Network Security_: Ensured network security and integrity by implementing and maintaining robust security measures.

Technical Skills
1. Network Architecture and Design
2. Network Protocols (TCP/IP, DNS, DHCP)
3. Network Security and Risk Management
4. IT Support and Troubleshooting
5. Operating Systems (Windows, Linux)

Assistance IT Technician June 2018 - March 2020
Elecon Pvt Ltd - India
Key Responsibilities
1. _Technical Support_: Provided prompt and effective technical assistance for all IT devices, ensuring seamless operations and minimal downtime.
2. _Guest and Staff Support_: Offered exceptional technical support to guests and staff, resolving IT-related issues and enhancing their overall resort experience.
3. _IT Infrastructure Maintenance_: Performed routine maintenance and troubleshooting of IT infrastructure, including networks, servers, and peripherals.
4. _IT Security_: Ensured the security and integrity of the resort's IT systems, protecting against potential threats and vulnerabilities.

Technical Skills
1. IT Infrastructure Management
2. Technical Troubleshooting and Problem-Solving
3. Guest and Staff Support
4. IT Security and Risk Management
5. Network Administration and Configuration

IT Support and Maintenance April 2016 - May 2018
Nishi Techno Systems - India
Key Responsibilities
1. *Computer Hardware Support*: Installed, configured, and troubleshot computer hardware, including desktops, laptops, and peripherals.
2. *Security Camera Maintenance*: Conducted regular maintenance and repairs of security cameras, ensuring optimal functionality and surveillance.
3. *IT Maintenance*: Performed routine maintenance tasks, including software updates, virus removal, and disk cleanup to ensure smooth IT operations.

Technical Skills
1. Computer Hardware Installation and Troubleshooting
2. Security Camera Installation and Maintenance
3. IT Maintenance and Repair
4. Operating System Installation and Configuration
5. Network Troubleshooting and Configuration

Desktop Support Engineering April 2012 - March 2016
Nilmay System - India
Key Responsibilities
1. *Technical Support*: Provided prompt and effective technical assistance to users, resolving hardware and software issues via phone, email, and in-person support.
2. *Computer Maintenance and Repair*: Performed routine maintenance,

troubleshooting, and repair of computers, laptops, and other electronic devices to ensure optimal performance.
3. *Security Camera Maintenance*: Conducted regular checks and maintenance of security cameras, ensuring they were functioning correctly and providing optimal surveillance.
4. *Electronic Device Support*: Installed, configured, and troubleshot various electronic devices, including printers, scanners, and other peripherals.

Skills Utilized
1. Technical Troubleshooting and Problem-Solving
2. Computer Hardware and Software Support
3. Security Camera Installation and Maintenance
4. Electronic Device Installation and Troubleshooting
5. Excellent Communication and Interpersonal Skills

Jr. IT Engineer April 2008 - March 2012
Kashish Infotech - India
Key Responsibilities
1. *End-User Support*: Provided technical assistance and troubleshooting services to end-users, ensuring timely resolution of hardware and software issues.
2. *AMC (Annual Maintenance Contract) Management*: Managed and coordinated AMC services for computers, laptops, and security cameras, ensuring seamless maintenance and upkeep.
3. *Computer and Laptop Maintenance*: Performed routine maintenance tasks, including hardware upgrades, software updates, and virus removal, to ensure optimal performance.
4. *Security Camera Maintenance*: Conducted regular checks and maintenance of security cameras, ensuring they were functioning correctly and providing optimal surveillance.

Skills Utilized
1. Hardware and Software Troubleshooting
2. AMC Management
3. Computer and Laptop Maintenance
4. Security Camera Maintenance
5. End-User Support
6. Technical Communication

EDUCATION

Senior Secondary Education 2004
St. Xavier's Heigh School
48%

Higher Secondary Education 2006
Anand Heigh School
71%

Business Administration 2012
Mumbai Hindi Vidhyapith
62%

ADDITIONAL INFORMATION

Date Of Birth - 18th September 1989
Marital Status - Married
Nationality - India