

Hostel Warden/Lab tech cse

Tapan Kamboj

Permanent Address

Village & PO Jubbal,

Distt. Yamunanagar (Haryana) – 135 001

E-MAIL: shervkamboj@gmail.com and tapankamboj@gmail.com

PHONE: +91-96713 63834/ 9729152439

Career Objective

To work in a challenging environment which can enhance my technical knowledge and skills to contribute to the organizational growth to the best of my potential.

Skills

Software : SQL, Netbeans
Operating System : Windows, Linux etc.

Academics

Examination	Institution	University/Board	Year
Three years Diploma in Computer Science Engg.	Swami Parmanand Institute of Engineering & Technology, LalruDistt Mohali (Punjab)	Punjab State Technical Education Board, Chandigarh	2008-11
Senior Secondary Education	Mukand Lal National High School, Radaur, Yamunanagar	Haryana State Board of School Education, Bhiwaniol,	
Matriculation Education	Mukand Lal National High School, Radaur, Yamunanagar	Haryana State Board of School Education, Bhiwaniol,	

At Present

Presently I am working as Hostel Warden and Incharge of Hostel in Maharishi Markandeshwar University, Sadhopur, Ambala City in Distt. Ambala (Haryana).

I am discharging my duties with full dedication and to the utmost satisfaction of my seniors and take every pain in discharging my duty and leave no chance of any deficiency on my part.

I take it my pride and privilege to serve your organization with full dedication, honesty and hard work. Please give me an opportunity to appear before you for a personal interview.

Work Experience

Sr.No.	Name of Company	Designation	Place	Period
1	Metric Telecom Pvt Ltd., Gurgaon	Radio Frequency Engineer	Gurgaon	2 years
2	Rayat and Bahra University, Kharar(Pb.)	Technician(CSE)	Kharar/Chandigarh	4 years

Installation

Installation of all types of Windows & Application Software

Installation of LINUX - Installation of LINUX and Windows in Dual boot mode

Installation of LAN - Troubleshooting of H/W & Networking

Maintenance of

Computer –System - Configuration of outlook express

Office-Staff/Non-Teaching

1. Knowledge of complete admission set-up starting from admission enquiries, follow-up's and final registrations etc.
2. Knowledge to Manages all college and student data as per the requirement.

Documentation

1. Knowledge to Maintain the official files
2. Knowledge of taking the attendance of all staff members and calculate the days for salary purpose.
3. Maintain Files and documents as per the audit requirement.
4. In addition I am always ready to accept new assignment.

Responsibilities (To smooth operation of all PCs installed in labs)

To attend all maintenance and other breakdown from time to time in all the computers

1. Focussing mainly on successfully performing my duties without any mistake and prove my ability to the entire satisfaction of my seniors.

Languages Known

English, Hindi and English Typing

Personal Details

Name : Tapan Kamboj
Date of Birth : May 15, 1986
Sex : Male
Marital Status : Married
Nationality : Indian

Declaration

I hereby declare that the above said particulars are true to the best of my knowledge.

Tapan Kamboj