

**V.PADMAVATHI**  
**B.Sc(Computers),HDCN, MSCE, CCNA**  
**Office Assistant**  
July, 2012 – till date

➤ **TECHNICAL QUALIFICATIONS:**

- Basic Electronics,
- Honors Diploma in computer Hardware with Networking  
From CG Institute of Hardware Training in 2001.
- MSCE, CCNA courses in 2003
- Check Point NG FP3 Training (FIREWALL) in 2004
- Attended MCITP (Microsoft Server Operating System 2008) in 2013  
From ZOOM TECHNOLOGIES

➤ **TECHNICAL SKILLS:**

- Using and installing different operating systems like Windows 95 to Windows 7, Server Operating systems like Windows NT, 2000,2003,2008, Linux, Unix and Novell Netware 4.11
- Sound knowledge of LAN and WAN networking, Crimping CAT cable with RJ45 connectors, configuring and installing Hubs, switches, Routers and Firewalls
- PC assembling and Hardware troubleshooting
- Installation and configuration of Windows Servers and services like DNS, DHCP
- Protecting Network and PCs from Virus using Antivirus software
- Performing Daily/Weekly/Monthly Data backups to backup disks
- Troubleshooting internet connectivity issues
- Co-coordinating with other dept. like production/sales/purchase/quality control dept in smooth functioning of IT supported devices
- Customer support given to colleges, companies, industries.

➤ **WORK EXPERIENCE:**

- **Hardware & Customer Support Engineer**  
2001 – 2005  
Sri Sai Electronic Design Center  
(Now it is Technic Design Group)  
Jeera, Secunderabad.
- **System Administrator**  
March, 2010 – January, 2012  
St. Peter's Engineering College  
Maisammaguda, Dhullapally