**CURRICULUM VITAE**

**VIKAS KUMAR PAL**

**D-615 Dabua Colony**

**Nit Faridabad (HR)**

**MOB. 8802746544 ,8375036172**

**E-Mail –** [**Palvikaskumar67@Gmail.Com**](mailto:Palvikaskumar67@Gmail.Com)

**PROFESSIONAL EXPERIENCE**

* Six month Experience **Nehru place (Okhla)**
* Two Year Experience **In Mehra Metal (P) Ltd.(2015-2017)**
* One Year Experience IT Depart**(2016-2017)**
* One Year Experience Data Enter & Purchase Dept**.(2015-2016)**
* Make Purchase Order ,Job work & Cons Bill
* Basic MS Office (Excel PowerPoint, Ms Word)

**TECHNICAL QUALIFICATION**

* Successfully completed advance diploma in computer hardware networking engineering from IHT N.I.T.FARIDABAD
* Make Outlook Mail Sending & Receive
* JOIN WITH THE DOMAIN, IP address
* **Operating system**: window Xp, window 7, window 8.1
* **Hardware tool**: check pc problem Lan Cable
* **Application software**:Photoshop,Adobreader,Pdf,connerter
* **Office package**: Microsoft **Word,Excel,Access,Powerpoint,Outlook**

**SKILL SET**

* Network administration
* TCP/IP
* Share all type pc driver & printer
* Work of **EMPRO**  ERP software

**EDUCATION QUALIFICATION**

* Complete graduation MDU
* 12th passed from HBSC in 2008
* 10th passed from HBSC in 2006

**JOB DESCRIPTION**

* Install All Window
* Configure Outlook
* Sharing All Printer& Folder
* Create Cat-5 Cable
* Check Conflict IP Address
* Backup Outlook Data
* All System Backup In External Hard Disk

**PERSONAL DETAILS**

Father ’S Name Sh. Ram Sahai Pal

Date Of Birth 15/01/1991

Sex Male

Language Hindi , English

Marital Status Unmarried

Nationality Indian

**(VIKAS KUMAR PAL)**