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#1, Ahmedabad, Gujarat

SKILLS

- Network Administration
- System Administration
- Cloud Computing
- Project management
- Cybersecurity

LANGUAGES

- English: Advanced
- Hindi: Proficient
- Gujarati: Intermediate

HOBBIES

- Reading
- Cricket
- Music

ANKITA TIWARI

IT MANAGER

Highly motivated and results-oriented IT professional with 4 years of experience in network administration, system management, and user support. Proven ability to lead and collaborate effectively, troubleshoot complex technical issues, and implement innovative solutions to improve efficiency and security.

WORK EXPERIENCE



IT SUPPORT SPECIALIST

ABC Company | Ahmedabad, Gujarat

Jan 2022 – Jan 2024

Troubleshooted diverse user technical issues (phone, email, in-person). Ensured optimal computer system performance through hardware/software maintenance and optimization. Supported seamless IT infrastructure operation.



NETWORK ADMINISTRATOR

XYZ Company | Chennai, Tamil Nadu

Jan 2020 – Dec 2021

Ensured optimal network performance by proactively monitoring and troubleshooting diverse network components (routers, switches, firewalls, etc.), minimizing downtime and maintaining user productivity.

EDUCATION



BACHELOR OF SCIENCE IN IT

Guru Nanak College | Chennai, Tamil Nadu

Jan 2016 – Dec 2019



DIPLOMA IN COMPUTER SCIENCE

LJ Polytechnic | Ahmedabad, Gujarat

Jan 2014 – Dec 2015

Resume Template How To Tutorial

**Sujeet K. Sharma, Yogesh K.
Dwivedi, Bhimaraya Metri, Nripendra P.
Rana**

Resume Template How To Tutorial:

Google Resume: An Easy Guide to the Best Features Bill Stonehem, 2016-08-10 Since its inception the name Google has become synonymous with information and know how Users are able to tap into the mega search engine to ascertain details from the most minute to the most complex and be afforded a wealth of information In continuing the trend of meeting consumer needs the owners of Google have introduced Google Resume Google Resume is a professional resume building assistant that can be accessed and utilized for that all important resume creation The process is seamless and timely and the end result professional and trendy The new feature offers users a plethora of resume templates from which to choose This provides options that enable users to personalize the resume process selecting templates to complement the position being applied for as well as to suit their individual personality

Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues

Proposal Guide for Business Development Professionals Larry Newman, 2001 **The Pocket Mentor for Video Game Writers**

Anna Megill, 2023-11-30 Want to become a writer in the games industry Then this is the book is for you Award winning game writer Anna Megill provides all the essential information and guidance you need to understand the industry and get your foot on the ladder The book explains in simple clear language exactly what a beginner needs to know about education requirements finding job opportunities applying for roles and acing studio interviews Professional writers will learn how to run a writers room manage a team create documentation for various project phases and navigate studio politics The Pocket Mentor is designed to be a just the facts companion to The Game Writing Guide Get Your Dream Job and Keep It but it stands on its own as an invaluable go anywhere resource for beginners and seasoned pros alike

The Career Coward's Guide to Resumes Katy Piotrowski, 2008 This third book in the Career Coward s series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers though all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes

Re-imagining Diffusion and Adoption of Information Technology and Systems: A Continuing Conversation Sujeet K. Sharma, Yogesh K. Dwivedi, Bhimaraya Metri, Nripendra P. Rana, 2020-12-16 This two volume set of IFIP AICT 617 and 618 constitutes the refereed proceedings of the IFIP WG 8 6

International Working Conference Re imagining Diffusion and Adoption of Information Technology and Systems A Continuing Conversation on Transfer and Diffusion of IT TDIT 2020 held in Tiruchirappalli India in December 2020 The 86 revised full papers and 36 short papers presented were carefully reviewed and selected from 224 submissions The papers focus on the re imagination of diffusion and adoption of emerging technologies They are organized in the following parts Part I artificial intelligence and autonomous systems big data and analytics blockchain diffusion and adoption technology emerging technologies in e Governance emerging technologies in consumer decision making and choice fin tech applications healthcare information technology and Internet of Things Part II diffusion of information technology and disaster management adoption of mobile and platform based applications smart cities and digital government social media and diffusion of information technology and systems

Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk Peter Norton,1998-01-05 Peter Norton s new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

Layoff Time Training Randall B. Ripley,Robert W. Glover,United States. Bureau of Labor Statistics,United States. Employment and Training Administration,1977

The Damn Good Resume Guide Yana Parker,1996 Guides the reader through the process of creating a successful resume

The Smart Woman's Guide to Resumes and Job Hunting Julie Adair King,Betsy Sheldon,1997 Master the job search game whether you re climbing the corporate ladder switching careers or re entering the workforce after years at home This latest edition gathers the most up to date information tips secrets and advice on resume writing job seeking interviewing and salary negotiations and features updated sample resumes

Electronic Resumes & Online Networking Rebecca Smith,2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of Electronic Resumes and Online Networking shows how to become Internet savvy to gather information find the right job and submit a resume online

The Graphic Designer's Guide to Portfolio Design Debbie Rose Myers,2005-02-07 Tips and samples of successful portfolios will help you redesign your existing portfolio to shine in the eyes of those you want to impress For students and professionals alike this book shows you how to create a portfolio that demonstrates your expertise technical skills and creativity Jacket

The Guide to Basic Resume Writing Public Library Association,VGM Career Books (Firm),2004 All of your educational professional and personal accomplishments will not help you get a job if you cannot condense that information in a concise polished resume And while you may think resume writing is not one of your strengths it is the skill that will do the most to get you to the next step the job interview With so much riding on the resume you need help from the experts Just follow the simple steps in this book and in no time you will produce a document that skilfully summarises your qualifications and separates you from the rest of the pack

Vault Career Guide to Pharmaceutical Sales & Marketing Carole Moussalli,2006

Get the inside scoop on pharmaceutical sales careers with this new Vault Guide Overview of the industry functions in pharmaceutical sales field sales sales management training and development instructional design content development project management jobs and career paths getting hired education interview preparation and more **Careers in Video** Ken Jurek,1989 A careers guide for people who want to work in video and professional television The book explains how to market yourself how to prepare and what strategies you must use to enter and move up in the corporate and institutional video marketplace **The Pharmacy Professional's Guide to Résumés, CVs & Interviewing** Thomas P. Reinders,2001 Filled with sample documents 12 resumes five CVs and 19 letters this step by step guide helps the reader through each phase of the process It features practical lists such as career options in pharmacy action verbs and key words candidates should use in resumes CVs and letters questions employers ask and more *Film & Video Finder* ,1997 **Winning Résumés for Computer Personnel** Anne Hart,1998 Updated to reflect the computer industry s constantly changing job market this guidebook presents 53 model resumes for computer personnel All can be easily adapted to the individual job hunter s needs They apply to specialties within the industry such as programmers CAD specialists software designers and many others The book also includes updated information on job hunting via the Internet **Résumés in Cyberspace** Pat Criscito,2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology this book provides detailed instruction on designing a resume for computer networking Readers will learn to make their resume attention catching scannable and effective in helping them get that job they re seeking They ll also find advice on using the World Wide Web and a variety of commercial on line services to find and land career positions **Haldane's Best Resumes for Professionals** ,2000 Outlines the principles of writing an effective resume that will attract the attention of potential employers

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