



**Mitul Bhatt**  
Skilled Hardware & Network  
Engineer

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SOCIETY, NEAR NEW MUKTAJIVAN  
HIGH SCHOOL, CANAL ROAD,  
GHODASAR, AHMEDABAD -50  
GUJARAT, INDIA.

**Professional Summary:**

Highly accomplished engineer with strong hardware and network knowledge; have vast experience of more than 10 years in managing, supporting, and organizing local and online computer connection. Possess technical expertise in troubleshooting local area network, wide area network, and assembling workstations. I can easily administer firewall setup and bandwidth management and diagnostic capabilities of resolving technical issues related to printer, computer, and internet connectivity.

**Core Competencies:**

Bandwidth Management | Hardware Installation | Software Installation | Problem-Solving Skills  
| Hardware Repair and Maintenance | Client Management | Knowledge of operating system | Financial  
Management | Technical Skills | Communication Skills | Organizational Skills | Analytical Skills  
| Operating System Knowledge | MS Office Tools | Hardware Testing Skills |

## **Professional Experience:**

### **Shree Maruti Courier Service Pvt Ltd., Head Office, Ahmedabad, Gujarat, India**

Executive Vigilance and CCTV I.T.

*Nov 2022 – Continue*

### **JIT Beverage Co Ltd. (JIT Group), Juba, South Sudan (Africa)**

Point of Sale Clerk

*Jan 2018 – Jan 2022*

- Evaluate, install and test computer hardware, networking software, operating system software, and software applications on computers; check technical faults and resolve the issues.
- Maintain and administer local area networks (LANs), wide area networks (WANs), and
- Computer workstations; identify troubleshoot connections of the Internet and peripheral equipment.
- Upgrade network software and install firewall, antivirus, and maintain a database for future audit.
- Interact with clients, resolve their queries within anticipated time and maintain a cordial
- Relationship with them.
- Monitor and scan goods and products to ensure correct pricing.
- Collect payment from clients and maintain financial records and report any discrepancy.
- Ensure the check-out areas are clean and tidy for clients to be comfortable at the office.
- Constantly track the transactions on the computer software and report any discrepancies.
- Manage system backups to ensure smooth running and rotation of backups for safe storage.
- Update systems and servers regularly with approved software updates.
- Monitor system & server logs, following up on any security or performance issues.

### **Shree Maruti Courier Service Pvt Ltd., Head Office, Ahmedabad, Gujarat, India**

Computer Hardware and Network Engineer cum Computer Operator

*Nov 2012 – Jan 2018*

- Installed and maintained a network connection, operating systems such as Windows 2007 to 2014, Linux (Ubuntu), and many more OS on workstations.
- Conducted installation of servers/network equipment and ensured regular maintenance.
- Attended complains and troubleshooting of hardware and software applications.
- Installed and troubleshoot various printers such as Deskjet, LaserJet, and Network Printers.
- Tested and verified computer hardware, computer systems, circuit boards, computer chips, keyboards, routers, and printers.
- Arranged different defective parts of computers and other system related products.
- Updated systems by refining the components and layout for increased efficiency such as increased the speed and function of the computer.
- Solved issues related to software corruption and ensured minimum data loss.
- Performed disaster recovery operations and data backups when required.

- Set up a computer network within the organization for intra-communication.
- Checked in house voice, data, video, and other wireless network services.
- Coordinated with Internet Service providers in case of network problems.
- Provided solutions for computer-generated errors and prevented network outage due to various uncertain events such as misconfiguration, hardware failure or power failure.
- Managed and maintained the system documentation and its configuration, system storage, System alerts, and logs

### **Sun Computer, Ahmedabad, Gujarat, India**

Hardware and Network Engineer

*Nov 2009 – Nov 2012*

- Set up Email accounts on office computers and resolved Email-related issues for the smooth functioning of the systems.
- Supervised, administered, and managed the hardware and network for the organization.
- Installed, configured, fixed, and managed the Antispyware antivirus and computer software.
- Monitored and ordered stocks related to hardware components.
- Repaired and tested workstation by fixing the technical faults.
- Operated and tested the local area network (LAN) and wide area network (WAN) of the entire office.
- Maintained database for annual upkeep of workstations and ensured timely maintenance.
- Assisted senior managers and understood the scope and nature of the hardware upgrades.
- Maintained cordial relations with the vendors and coordinated with them for the monthly supplies.
- Prevented the network from unauthorized access by installing security software, virus Scanning, and quality control encryptions.

### **Academic Credentials:**

- **Diploma in Applied Hospitality Skills (2022)**  
London School of Business and Finance – SINGAPORE
- **Professional Certification in Computer Hardware (2009)**  
Muktjeevan Computers, Ahmedabad, Gujarat, India
- **Professional Certification in Networking MCSE (2009)**  
Muktjeevan Computers, Ahmedabad, Gujarat, India
- **Professional Certification in Linux – Red Hat (2009)**  
Muktjeevan Computers, Ahmedabad, Gujarat, India
- **Higher Secondary Certification (2007)**