SANDEEP KUMAR MEENA
Admin Executive

CONTACT

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◎ **Permanent Address:**

VPO-ALSISAR, WARD-7, TEHSIL- MALSISAR, DIST-JHUNJHUNU, STATE-RAJASTHAN, PIN-331025 **(INDIA)**

PROFESSIONAL EXPERIENCE

Admin Executive

Sobha Constructions LLC | Sep 2021 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and Technicians.
- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices.
- Act as the point of contact between the executives and internal/external clients.
- Managing documentation and filing systems for records.
- Update office policies regarding business software and its use.
- Initiate a new filing system on the cloud to gain optimal accessibility of information.
- Technician's annual leave and air ticket arrangement
- Daily track attendance record and inform to camp staff and securities etc….

IT Field Engineer

Partap Technocrats Pvt ltd. Jaipur, India | July 2019– March 2021

- Maintaining the internal system by updating the software and hardware and keeping a backup of the system in case of a crash.

PROFILE

Highly technical, self-motivated professional with a broad range of experience in providing technical support to computer end users. Known for troubleshooting complex hardware and software problems. Well versed in installing operating systems and peripheral components. Demonstrated ability to read and review technical manuals to handle the problem efficiently. Knowledgeable Administrative professional well-versed in producing high quality spreadsheets report and presentations proven history of success in event coordination staff supervision and office workflow management and expertise in **Microsoft Office 365**. Looking to leverage my knowledge and experience into a role as Project Manager.

EDUCATION

Bachelor Of Computer

Shri Jagdish prasad Jhabarmal Tibrewala University JJN (RAJASTHAN) INDIA | Aug 2016

Graduated

AREAS OF

- Maintained the desktop computer installed ned hardware and software according to need of the client.
- Installing testing maintaining and changing hardware and software.
- Documenting processes and logging tickets for open work.
- Supporting employees with all sites of issues.
- Setting up new computers and email addresses.
- Managing network permissions.
- diagnosing hardware fault and escalating specialist problems and solutions.
- Install new system and technology.
- Manage remote working teams.
- Organize group meetings and seminars at the headquarters location.

Office Clerk

MITCON Consultancy & Engineering Ltd – Jaipur, India | March 2017 – Jan 2019

- Recorded, transcribed, and distributed weekly meetings
- Provided clerical support to company employees by copying, printing, E-mail, and filing documents.
- Managed incoming correspondence to enhance employee performance and reduce time spent to processing and responding.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing of office equipment.
- Prepared mail and packages for shipment, pickup and courier service to expedite delivery.
- Daily project report submits to project manager.

Microsoft Office 365	Windows Troubleshooting
Operating system	
Windows XP, Linux, MS-DOC	Typing speed of 70 WPM
Outlook	Mobile applications skills
Technical support	Customer service

Wireless Switch/Routers	Hardware &Software Support
System installation& Maintenance	Support Tickets
Communication skills	Customer service skills
Product knowledge	POS System Associate
Purchase Administration	Problem-Solving and
Security and Monitoring	Hardware Management
Systems and networks	

ACADEMIC PROJECT

PROJECT NAME-ONLINE EXAMINANTION SYSTEM

Description: The online project has been identified as a basic project, but first project has been given six months. As a Team Member of the more than 30+ team members.

Best regards,