



# Nishant Naik

A polite, friendly and sociable person who can coordinate the flow of computer based work around an office, and provide administrative support of the highest caliber. Also, comfortable working to competing deadlines, juggling workloads and critically, enjoys being busy.



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## SKILLS

MICROSOFT OFFICE

DATABASE  
MANAGEMENT

VERBAL & WRITTEN  
COMMUNICATION

EDITING &  
PROOFREADING

CUSTOMER SERVICE

INVENTORY  
MANAGEMENT

TEAM MANAGEMENT

## LANGUAGES

ENGLISH



HINDI



GUJARATI



## INTERESTS

COMPUTER

FOOTBALL

READING

SWIMMING

VOLUNTEER WORK

## EDUCATION

### BACHELOR OF COMPUTER APPLICATION

NARAN LALA COLLEGE OF PROFESSIONAL & APPLIED SCIENCES

09/2010 – 03/2013

NAVSARI, GUJARAT, INDIA

## ACADEMIC PROJECTS

### HARDENING INFRASTRUCTURE ON SWITCHES & ROUTERS (07/2014)

- INSTALLING AND CONFIGURING SWITCHES & ROUTERS.
- IMPLEMENTING ACL TO LOCK DOWN UNUSED PORTS THUS MITIGATING FUTURE ATTACKS

### DEVELOPED A WEBSITE OF A JEWELRY SHOP FOR ONLINE SHOPPING-VB.NET (02/2013)

- ALLOWS CUSTOMER TO BROWSE ONLINE THROUGH DIFFERENT CATEGORIES OF PRODUCTS AND PURCHASE THEM BY VARIOUS PAYMENT MODES.

## WORK EXPERIENCE

### COMPUTER NETWORK ADMINISTRATOR

MICROHARD IT SOLUTIONS PVT. LTD.

04/2017 – 04/2019

SURAT, GUJARAT, INDIA

### CUSTOMER TECH SUPPORT

MICROHARD IT SOLUTIONS PVT. LTD.

03/2015 – 03/2017

SURAT, GUJARAT, INDIA

### CUSTOMER SERVICE REPRESENTATIVE

GEO INTEGRATORS PVT. LTD.

09/2014 – 02/2015

SURAT, GUJARAT, INDIA

## ORGANIZATIONS

NAVSARI FOOTBALL CLUB

TEAM CAPTAIN

## CERTIFICATES

CISCO CERTIFIED NETWORK ASSOCIATE - ROUTING & SWITCHING (04/2014)

CISCO CERTIFIED NETWORK ASSOCIATE - SECURITY (08/2014)

## ACHIEVEMENTS

AN EMPLOYEE OF THE YEAR

AWARDED FOR PROVIDING THE EXCELLENT CUSTOMER SUPPORT THROUGH OUT THE ENTIRE YEAR

ONE OF THE BEST EVENT ORGANIZERS

AWARDED FOR ORGANIZING AND MANAGING ALL COLLEGE EVENTS IN A VERY EFFICIENT MANNER

A PROMISING VOLUNTEER

AWARDED FOR VOLUNTEERING IN BLOOD DONATE CAMPS HELD IN ENTIRE CITY.

STATE LEVEL FOOTBALL PLAYER

PROMOTED AS STATE LEVEL FOOTBALL PLAYER BY SHOWCASING AN IMPECCABLE PERFORMANCE AT DISTRICT LEVEL FOOTBALL TOURNAMENTS