

## CURRICULUM VITAE



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### CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in the industry, which offer professional growth, at the same time being resourceful, innovative and flexible I am willing to work as a key player in challenging and creative environment.

### QUALIFICATIONS:

Degree	Board	Year Of Passing	% of marks
B-Tech(C.S.E)	WBUT	2013	64.54
HIGHER SECONDARY EXAMINATION	WBCHE	2009	58.40
MADHYAMIK(SECONDARY EXAMINATION)	WBBSE	2007	63.40

## PROFESSIONAL EXPERIENCE:

### A ) PAB Engineering Works Pvt. Ltd. – Kolkata (10/02/2017 - 30/06/2020)

Hired as Marketing Engineer for HAWK Fiber Optic Sensing System division & IT support for PAB Engineering works P Ltd.

#### KRA:

- Introduced **HAWK** fiber optic technology through presentation & high level discussion with clients like **CESC Kolkata, Maharashtra Prison Department (Nagpur Central Jail),WB Prison Department (Baruipur Central Jail),RITES,ONGC,GAIL,MECON,HPCL,HALDIA PORT TRUST,DHUNSERI PETROLIUM,IOCL,BPCL,GREATER CALCUTTA GAS SUPPLY CORP LTD,EGIS,STUP,NTESCL,OPTCL,RVNL,KMRCL, WBSIEDCL,WBSETCL ,BPC INDIA,KMC ,AAI-NSCBIA** and many more.
  
- **CONDUCTING FIELD TRIALS**
  - **CESC:** Underground Power Cable Monitoring.
  - **NAGPUR CENTRAL JAIL:** Perimeter Security.
  
- **SITE INSPECTION FOR**
  - **BARUIPUR CENTRAL JAIL:** Perimeter Security.
  - **TALLAH TANK:** Structural Integrity.
  - **OPTCL:** Smart City Initiative & Smart Grid Technology.
  - **RITES:** Gariahat Bridge Health Monitoring.
  - **RITES:** MCL Tracks Inspection Underway.
  
- Purchase, manage & maintain all office computers, printers etc. Trouble -shoot, manage & maintain Company website coordination, software updating with all departments.
  
- Managing all IT & telecom related vendors for smooth operation of all assets & connections.
  
- One window contact for all telecom & IT related issues bridging the needs of individual & the organisation.

## PROFESSIONAL EXPERIENCE:

### B ) Indicon Westfalia Ltd. - Kolkata (01/07.2020 - 31/07/2021)

Hired as IT Administrator as Technical Support Cordinator for Indicon Westfalia ltd.

#### **KRA:**

- Providing support including talking staff through a series of actions, either face to face or over the telephone laptop,pc,printer related , software installations , identifying troubleshoots on hardware & software , including procedural documentation
- Working knowledge - ZOHO Email Admin Control Panel, HOSTING RAJA Website Hosting Control Panel handling & GENIE ERP Using.

#### **ZOHO BUSINESS EMAIL :**

- Mailing List management - Take ownership of this and improve the process.
- Perform regular file archival and purge as necessary. Create, change, and delete user accounts per request, notify & upgrade mail space.
- Performing mail backups , resolve any mail related query correspondence with support team
- Translation Management
- Mailing list management

#### **GENIE ERP:**

- Using TASK module for getting Approval, creating Assignments.

#### **HOSTING RAJA WEBHOSTING CPANEL:**

- Using WordPress Cpanel for editing contents, survey about daily visitors, and correspondence with developer.

## TECHNICAL KNOWLEDGE:

**Operating Systems :** Windows Xp, Windows 7 , Windows 10

**Software :** Microsoft Office 7,10,16 ( WORD,EXCEL,POWER POINT,OUTLOOK) ; GENIE ERP, ZOHO CRM(EMAIL HOSTING) ; HOSTING RAJA CPANEL ( WEB HOSTING) ; ZOOM ; Google Meet ; Microsoft Team .

## PERSONAL ATTRIBUTES:

- ✓ Quick learner, Versatile and ability to manage several assignments simultaneously.
- ✓ Good Presence of mind.
- ✓ Leadership quality.
- ✓ Can work independently and as a part of a team.

## LEISURE ACTIVITIES:

- ✓ Exercising, photography, watching movies are the ideal past time along with surfing the internet explore new technology & content.
- ✓ Reading books.
- ✓ Football also enthralls me.

## PERSONAL DETAILS:

**Date of Birth** : 29<sup>th</sup> October, 1991  
**Father's name** : LATE TAMASESWAR PARIAL  
**Nationality** : Indian  
**Languages known** : Can read, write and speak English, Bengali  
Can speak in Hindi.

I hereby declare that the above statements are true to the best of my knowledge and belief.

**Date** :

**Place** : HOWRAH

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(Arintra Parial)