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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

Troubleshooting 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

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resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead **Wired Resume Guide, Version 2.0** Cengage

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Guide to the Top Government and Nonprofit Employers Laurie Pasiuk,2005 The Guide provides business profiles hiring and owrkplace culture information on top employers ACM SIGIR Conference on Research and Development in

Information Retrieval International Conference on Research and Development in Information Retrieval. 27, 2004, Sheffield, 2004 **The JobBank Guide to Computer & High-tech Companies** ,1999 Over-40 Job Search Guide Gail Geary, 2005 Describes ten strategies designed to help job seekers over forty avoid or overcome discrimination and turn their age into an advantage in the job market The Global Resume and CV Guide Mary Anne Thompson, 2000-10-17 Commerce has gone global and so have careers If you want to capitalize on rapidly expanding opportunities outside your native land this unique comprehensive guide gives you the knowledge you need to make your very best impression anywhere in the world Experts from more than forty countries from Argentina and the Baltics to Saudi Arabia Thailand the UK and the US share cultural do s and don ts business practices and job hunting tips and help you create a winning resume tailored to the specific requirements of your target nation **BOOK JACKET** The Ex-offender's Job Hunting Guide Ronald L. Krannich, 2005 While many employers may not want to hire someone with a criminal record others are willing to give ex offenders a second chance and help them get back on their feet and move ahead with their lives Indeed we live in a society that both admires and supports people who can pick themselves up change their lives and go on to achieve their dreams But what should ex offenders do in order to land a good job Where should they go to find a job they do well and enjoy doing Here s the book that provides important answers to many re entry questions facing ex offenders Beginning with an examination of 20 myths realities and 22 principles for success two of America s leading employment experts reveal 10 steps to job and career success Examine and change your attitudes Conduct research on jobs and communities Seek assistance and become proactive Write effective resumes and letters Select appropriate job search approaches Network for information advice and referrals Assess your skills and identify your MAS Develop winning job interview skills State a powerful objective Negotiate salary and benefits like a professional A final chapter goes one step further in examining what to do once you ve landed the job how to survive and prosper on the job as well as advance your career Rich in insights and filled with practical examples exercises and resources here s the book that can make a big difference in the lives of ex offenders Follow each step and you ll begin meeting employers who will want to hire you because of your unique talents and your new attitudes and motivations You will find a job that you both do well and enjoy doing **The Vocational Instructor's Survival Guide** David L. Goetsch, 1983 *The Graphic Artist's Guide to Marketing and Self-promotion* Sally Prince Davis, 1987 **The Blue Guide** Elizabeth Brockman, 2008 The Complete Guide to Public Employment Ronald L. Krannich, Caryl Rae Krannich, 1995 **PH Career Guide Business** Miriam Griffin, 1996 **Guide to Internet Job Searching 2004-2005** Margaret Riley Dikel, Margaret F. Dikel, Frances E. Roehm, 2004 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper *Study Guide [to] Economics, Fourth Edition* Edwin G. Dolan, 1986

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