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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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Cut the Bullsh*t Land the Job Jennifer Jelliff-Russell,2020-02-27 Cut the Bullsh*t Land the Job is an all inclusive guide to identify why you re not getting your dream job and will walk you through the process of fixing the problem With simple step by step instructions this book will cut the bullshit from the job search process and show you how to Job search effectively and find the roles you want Create a killer resume and tailored cover letter that lead to job interviews Build a professional network and get job referrals Develop an eye catching LinkedIn profile that captures recruiters attention Nail interviews with impressive high impact answers Negotiate the salary you deserve and more Stop making the same mistakes which make you miss out on amazing job opportunities Instead use this guide to jump straight to the step that s holding you back from landing your dream job and start seeing results today

Kick Start Your Career Lee Smith,John van Genderen,2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market

Building the Looking-Glass Resume Larry Goldsmith,2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that

can help you win the prized invitation to a job interview The book features the Jaazle R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues *Design Portfolios* Mark W. Smith,2023-03-08 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today s competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter s View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author s time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design Portfolios A Recruiter s View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work **A Recruiter's Guide to Job Hunting** Eric Knott,2012-03 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don t hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search **Zoho For**

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Microsoft Office Professional 2013 Plain & Simple Katherine Murray, 2013-02-15 Learn the simplest ways to get things done with Microsoft Office 2013 Get the full color visual guide that makes learning Microsoft Office 2013 plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here s WHAT you ll learn Navigate with mouse keyboard or touch Create documents reports databases and presentations Share your desktop worksheets and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here s HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away

The New Template for Recovery Portman, 2010-08 The New Template for Recovery is for people who believe they have the ability to make important changes in their lives including quitting drinking It is designed for those who want to succeed at sobriety but want something different than or in addition to what standard treatment programs and AA have to offer If you want to pursue a forward going approach to recovery and to become excited rather than depressed about life without alcohol this book may be the place for you to find the motivation the knowledge and the pathway to succeed If you are drawn to the idea of an independent recovery from an alcohol use problem know that you are not alone and rest assured that millions of people gain lasting sobriety on their own Indeed an irrepressible body of research finds that many possibly most people in successful recovery manage to quit drinking on their own The New Template for Recovery provides a clear and practical self directed guide to sobriety and a better life by the use of a template for recovery that can be crafted and followed according to each person s needs Learn The level of alcohol use problem that you have How to safely manage alcohol withdrawal Why you are

not to blame The pros and cons of AA and standard treatment programs The psychological and physical addiction processes and effects Discover The foreword going template model for recovery How to focus on the life areas of recovery that are important to you Powerful relapse prevention strategies The motivation to recreate your life your way T Christopher Portman Ph D earned his doctorate at the University of Oregon He has directed both outpatient and inpatient treatment programs and has taught many addiction courses and seminars in the Pacific Northwest He presently lives in Bellingham Washington where his practice focuses on the treatment of addictions and related mental health and relationship problems *EBOOK: Using Information Technology Complete Edition* Brian Williams,2012-03-16 *EBOOK Using Information Technology Complete Edition* *Microsoft Office Professional 2013 for Touch Devices Plain & Simple* Katherine Murray,2013-04-15 Learn the simplest ways to get things done with Microsoft Office 2013 for Tablets Get the full color visual guide that makes learning Microsoft Office 2013 on your touch enabled devices plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote all in touch mode Here s WHAT you ll learn Tap the power of Office on your touch device Stay in the loop with lms social media and email Create share and collaborate on documents Put together professional looking publications Analyze your worksheet data on the fly Set up an online meeting with your team Here s HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away **The Job Tree: Winning Your Next Job** Lee Smith,2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resum social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job *Office 2007 Bible* John Walkenbach,Herb Tyson,Faithe Wempen,Cary N. Prague,Michael R. Groh,Peter G. Aitken,Michael R. Irwin,Gavin Powell,Lisa A. Bucki,2007-05-22 Completely revised for Office 2007 this best of the Bible presents Office you with the most useful content from leading experts like John Walkenbach Cary Prague Faithe Wempen and Herb Tyson The book features valuable information to help you no matter your level of expertise get up to speed on the new features in Excel Access Outlook Word and PowerPoint You ll quickly get savvy with the most widely used business application suite worldwide **JOMO** Jessica Misener,2019-11-05 Discover the perfect idea for a fun night in with more than 350 activities to do with friends your partner or alone all from the comfort of your home We ve all heard about FOMO fear of missing out but now you can make the most of your night in with this must have bucket list for every homebody featuring fun and entertaining activities to keep you pleasantly relaxed and stress free every time you decide you d rather not

leave the comfort of your home This simple list based guide book includes over 350 things to do to keep your nights in fun for everyone Featuring advice for entertaining friends get some snacks and host a game night spending time with your significant other put together some homemade pizza and watch a movie or a sports game or even enjoying a relaxing Friday night at home alone all you need is a bubble bath and a good book Whether you re a card carrying introvert or just a habitual homebody in search of some new ideas and interested in starting a new more relaxed schedule these activities are sure to spice up your nights on the couch You ll find the perfect idea for your night in where there s no line for the bathroom and pants are always optional Celebrate the year of the homebody and discover new ways to recharge and avoid stressful plans and people all while remaining comfy cozy and content at home **The Proximity Principle** Ken Coleman,2019-05-13

Right now 70% of Americans aren t passionate about their work and are desperately longing for meaning and purpose They re sick of average and know there s something better out there but they just don t know how to reach it One basic principle The Proximity Principle can change everything you thought you knew about pursuing a career you love In his latest book The Proximity Principle national radio host and career expert Ken Coleman provides a simple plan of how positioning yourself near the right people and places can help you land the job you love Forget the traditional career advice you ve heard Networking handing out business cards and updating your online profile do nothing to set you apart from other candidates Ken will show you how to be intentional and genuine about the connections you make with a fresh unexpected take on resumes and the job interview process You ll discover the five people you should look for and the four best places to grow learn practice and perform so you can step into the role you were created to fill After reading The Proximity Principle you ll know how to connect with the right people and put yourself in the right places so opportunities will come and you ll be prepared to take them *Computer Applications in Nutrition and Food Science* Manal K Abdel-Rahman,Aly R

Abdel-Moemin, We have the responsibility to build a bridge to link computer revolution with nutrition and food science So we are hoping that those students who would like to pass on this bridge could be able to see the whole picture of what the computer applications course is all about Then next how the computer enriches our specialization and what to expect in the near future about for updating development in that field We wish this book to be in a great benefit to students of Nutrition and Food science and Dietetics programme Dr Manal K Abdel Rahman Dr Aly R Abdel Moemin *4 Pillars: Creating a Life on YOUR Terms* Geoff Smith,2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life *Finding the best IT job in Calgary* Michael Moshe, Finding the best IT job in Calgary eBook TOP 100 IT Companies in Calgary inside Description Finding the best IT JOB in Calgary Ebook Where the Jobs Are Save time and cut through the clutter to find the

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strong first impression and securing interviews in today's competitive job market directly influencing your long term career trajectory The book takes a step by step approach starting with the fundamentals of effective resume writing including formatting language and content selection It then progresses through various resume types and the art of crafting compelling accomplishment statements A unique aspect of this book is its focus on the psychological elements of resume creation exploring why certain elements resonate more effectively with recruiters Resume Mastery not only provides the how but also the why behind resume best practices supported by industry data case studies and insights from recruiters Equip yourself with the knowledge and tools needed to create a resume that not only showcases your skills and experience but also aligns with your career goals ultimately leading to job search success and salary negotiation advantages *How to Get a Great Job* Editors of the American Library Association, 2011-04-27 In our difficult time or at any time knowing how to find a great job is a necessary skill All the resources you need for a successful job search are at your fingertips and completely free at your public library It can be a daunting task so here is expert advice on how to conduct proper research build networks of friends and colleagues put together a great resume research industries that are constantly changing prepare for an interview negotiate a contract or a salary and more This could be the turbo boost your job search needs

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