

# GURLEEN SINGH SANDHU

## System Analyst

### Career Objective

To obtain a responsible & challenging position in your prestigious organization where I can utilize my skills and strengths to achieve the organizational goal

### Work Experience

S.No	Organisation	Designation	Duration
1	Punjabi University, Patiala	System Analyst	From June, 2012

### Responsibilities

- Collect information to analyze and evaluate existing or proposed systems. Research, plan, install, configure, troubleshoot, maintain and upgrade operating systems.
- Research, plan, install, configure, troubleshoot, maintain and upgrade hardware and software interfaces with the operating system. Analyze and evaluate present or proposed business procedures or problems to define data processing needs.
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes.
- Research and recommend hardware and software development, purchase, and use.
- Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration.
- Select among authorized procedures and seek assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Record and maintain hardware and software inventories, site and/or server licensing, and user access and security.
- Install, configure, and upgrade desktop hardware and peripherals to include; network cards, printers, modems, mice and add-in boards.

- Work as a team member with other technical staff, such as networking to ensure connectivity and compatibility between systems.
- Write and maintain system documentation.
- Conduct technical research on system upgrades to determine feasibility, cost, time required, and compatibility with current system.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document system problems and resolutions for future reference.
- Taking labs of classes like B.Tech, MCA, MBA etc
- Other duties as assigned.

S.No.	Organization	Designation	Duration
2	<b>Educomp Solutions Ltd.</b>	Smart Class Coordinator	38 Months

### Responsibilities

- Identification of Key business needs and mapping the operational solution to smooth running of the unit
- Understanding the ISO .9001;2000
- Implementation of Networks and Support and Resolution
- Interactive Media Methodologies.
- Server Management and Software Updation
- Technical requirement analysis

### Educational Qualification

Examinations	Board/University	Specialization	Year
Masters in Computer Applications (M.C.A.)	Maharishi Dayanand University, (M.D.U) Rohtak, India	Software Applications	2009

## Hobbies & Interests

- Learning Network Security & Hacking
- Reading Novels
- Badminton Player
- Playing Cricket and Volleyball
- Learning about new software's

## Personal Details

Name	:	Gurleen Singh Sandhu
Gender	:	Male
Date of Birth	:	05 <sup>th</sup> April, 1983
Language Known	:	English, Hindi & Punjabi
Fathers Name	:	S. Jaswant Singh Sandhu
Nationality	:	Indian
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**(Gurleen Singh Sandhu)**

**Date**