

Dhiraj Sharma

dhirajsharma671@gmail.com / 9664306623 / Shahpura Bhilwara, Rajasthan

Summary

To work with an organization where can learn new skills and increase my abilities for the organizational goals as well as myself.

Experience

Technical Support & Development

Tirupati Software Infotech Pvt. Ltd. • Jaipur, Rajasthan

07/2021 - 07/2023

- *assist customers during software releases, including answering questions and general systems support when necessary coordinate with other Support Specialists to assist with calls and take over when dealing with a challenging customer concern or request*
- *train and onboard junior level Support Specialists and oversee their progress*
- *Writing and reviewing code for sites, typically HTML, CSS, or JavaScript. Integrating multimedia content onto a site. Testing web applications. Troubleshooting problems with performance or user experience.*

Reception Admin & Store Incharge

Shree P.K.V Hospital • Bijainagar Ajmer, Rajasthan

06/2018 - 06/2021

- Maintains security and telecommunications system.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed. Directs visitors by maintaining employee and department directories

Reception Admin

ShriNath Hospital • Bijainagar Ajmer, Rajasthan

09/2023 - Current

- Maintains security and telecommunications system.
 - Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
 - Manage All Admin Work
 - Manage Staff Working Days
 - Cash Management
 - Software Related All work Handle
-

Education

B.C.A.

J.E.C.R.C. JAIPUR • JAIPUR, Rajasthan

Runing

B.A.

MDSU AJMER • Bijainagar, Rajasthan

05/2021

RS-CIT

M.O.U. KOTA

08/2017

12th

R.B.S.E.RAJASTHAN • Shahpura, Rajasthan

11/2016

10th

R.B.S.E.RAJASTHAN • Shahpura , Rajasthan

11/2014

Skills

Customer service, Communication skills, Time management, Computer literacy, Leadership, Software troubleshooting, Microsoft office, Computer networking, Cake Php, Laravel, Javascript, Html5, GIT, JIRA, CSS, SQL, Software development

Languages

English, Hindi

PERSONAL DETAILS

- Father's Name : Durga Shankar Sharma
 - D.O.B : 05- 01 - 2000
 - Marital Status : Unmarried
-

STRENGTH & HOBBIES

- Hard & Smart Working
- Honest & Punctual
- Good Communication skill
- Online Gaming, Reading Books.