

ANKITA TIWARI

IT MANAGER



CONTACT

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+91 987 654 321
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ankita.tiwari@gmail.com
- Address**
#1, Ahmedabad, Gujarat

SKILLS

- Network Administration
- System Administration
- Cloud Computing
- Project management
- Cybersecurity

LANGUAGES

- English: Advanced
- Hindi: Proficient
- Gujarati: Intermediate

HOBBIES

- Reading
- Cricket
- Music

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

Troubleshooted 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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Great Resume Jason Rich,2000 Great Resume will walk you through the entire resume creation process This book can teach anyone how to add impact to a resume and select the best resume format based on any personal situation You ll learn how to put all of the pieces of a resume together into one powerful and well written document discover how to choose the best possible wording to convey important information learn how to avoid the most common resume creation mistakes and find out about the many tools available that will make the resume creation process easier and less stressful Fully up to date for modern job seekers this book also explores how to tap the power of the Internet Plus you ll discover how to evaluate job opportunities and evaluate your own goals and objectives to ensure you wind up in a job that s challenging rewarding and enjoyable

Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2012

A treasure trove of practical tips and invaluable tools for administrative professionals it doesn t get much better than this book BookViews com

Billboard ,1969-08-16 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

Billboard ,1969-08-09 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

Billboard ,1969-05-24 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

Winning Resumes Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn t cut it anymore It s too vague too bland and too lackluster It won t sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you ll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There s so much you can copy or adapt

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Billboard ,1969-04-12 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled

reporting about the latest music video gaming media digital and mobile entertainment issues and trends **Billboard**,1969-05-03 In its 114th year Billboard remains the world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends **Editor & Publisher**,1982-10 The fourth estate **Billboard**,1969-04-19 In its 114th year Billboard remains the world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends

Action-getting Resumes for Today's Jobs Gary Turbak,1983 After explaining the basic method of building a resume it continues with a chapter on cover letters followed by a large selection of sample resumes **Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk** Peter Norton,1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson **US Black Engineer & IT**,1992 **The Mexican Mining Journal**,1910 **Broadcasting**,1973-04

Resumes For Dummies Joyce Lain Kennedy,2000-05-15 Dummies keep getting smarter That's why we've updated Resumes For Dummies 3rd Edition to keep you one step ahead for the 21st century Starting with all the tips and tricks you'll need to showcase your skills and abilities on paper this edition also takes you into the world of the cyber resume Recent grads and veteran workers alike can benefit from the strategies worksheets and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy Whether you're sending online or off you'll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers From choosing the right resume style to putting the right spin on employment gaps lack of experience or frequent job hopping Resumes For Dummies 3rd Edition brings you up to speed with everything you need for finding the right job in today's market **Microsoft Word for Windows** Heather Milette Duggan,Peter Norton,1996 **Advertising Age**,1963 Includes articles about advertising campaigns agency appointments and government actions affecting advertising and marketing **The Career Coward's Guide to Resumes** Katy Piotrowski,2008 This third book in the Career Coward's series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy Piotrowski walks readers through all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging You'll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes

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Table of Contents Resume Template Top Open Now

1. Understanding the eBook Resume Template Top Open Now
 - The Rise of Digital Reading Resume Template Top Open Now
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Top Open Now
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Top Open Now
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Top Open Now
 - Personalized Recommendations
 - Resume Template Top Open Now User Reviews and Ratings
 - Resume Template Top Open Now and Bestseller Lists
5. Accessing Resume Template Top Open Now Free and Paid eBooks
 - Resume Template Top Open Now Public Domain eBooks
 - Resume Template Top Open Now eBook Subscription Services
 - Resume Template Top Open Now Budget-Friendly Options

6. Navigating Resume Template Top Open Now eBook Formats
 - ePUB, PDF, MOBI, and More
 - Resume Template Top Open Now Compatibility with Devices
 - Resume Template Top Open Now Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Top Open Now
 - Highlighting and Note-Taking Resume Template Top Open Now
 - Interactive Elements Resume Template Top Open Now
8. Staying Engaged with Resume Template Top Open Now
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Top Open Now
9. Balancing eBooks and Physical Books Resume Template Top Open Now
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Top Open Now
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Top Open Now
 - Setting Reading Goals Resume Template Top Open Now
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Top Open Now
 - Fact-Checking eBook Content of Resume Template Top Open Now
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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