

ASHAY N. NAIK



E-mail: gettoashay@gmail.com

Contact: +91 9545725129

PERSONAL PROFILE

➤ Name	Ashay Nanadkishor Naik
➤ Qualification	Master in Computer Applications
➤ Address	Porvorim
➤ Date of Birth	29/01/1987 (Age: 37 years)
➤ Nationality	Indian
➤ Languages Known	English, Hindi, Konkani, Marathi

CERTIFICATION

- List of Certificate Courses or Diploma
-

PROFESSIONAL EXPERIENCE

1) Vidya Prabodhini College

Designation: Computer Laboratory Assistant

2016 – Present

Role:

- Updating the college website on timely basis.
- Training college staff on Smartboard usage.
- To look after the networking i.e. firewall and issues with Internet Service Provider for getting smooth internet. Also, to configure/place the routers as per request.
- Troubleshooting the Computers from ICT Lab, Office and Classrooms.
- Installation of OS, MS Office and associated software wherever needed.
- Designing of Banners and Certificates for Events.
- Designing Google Forms for event as per their request from the staff over the type of event to be held in the college. Also, designing of Certificates and to get them printed as per priority of work.
- Designing of College Prospectus for the current academic year and to visit the printing agency's office for necessary corrections to be done.
- Video Recording of Events and Uploading over the College Youtube Channel.
- Updating event photos over the Social Media application i.e. Facebook.
- To guide students in formatting of document related to projects.
- To do the necessary arrangements for a scheduled event like setting up the projector and providing internet connection as per request.
- Updating of Stock Register as per the arrival of the items and to note down the associated upgrade/repairs to the item.

2) Dhempe College of Arts & Science

Designation: Computer Lab Instructor

2013 – 2015

Role:

Assisting the subject in-charge in taking IT practicals.

SKILLS

- Quick Learner
 - Strong Interpersonal skills
 - Positive Attitude
 - Team Player
 - Adaptive
-

HOBBIES

- Listening to Tech related Youtube Channels.
 - Photography and Video Editing.
 - Playing Cricket, Basketball and Table Tennis.
-

OTHER ACHIEVEMENTS/EXPERIENCES

- As part of e-court system, provided training to Civil Court Judges.
-

REFERENCES

Available upon request.

GOAL

To leverage on my strengths; and develop skills and abilities so as to become multi-skilled and perform well in diverse situations/assignments.

DECLARATION:

I hereby declare that the above details are true and complete to the best of my knowledge and belief.

Porvorim

Ashay N. Naik