

Kiran Thapa

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Kirtipur-Kathmandu

OBJECTIVES

To have a challenging career in any growth oriented organization where I can utilize my skills and grow along with the company. Looking for a leading position where I can utilize my skills and experience

PROFILE

- Working as an ICT Officer at Golyan Group
- Working as Jr. Network Administrator at ROyal's IT Service
- Experience with LAN, WAN management, Active Directory, GPO's
- Experience in Troubleshooting Network and Hardware Problems
- Experience in Windows Server Administration
- Experiencing in Configuring cisco switches and routers
- Experience in Sophos Firewall

WORK EXPERIENCE

Jr. Network Administrator at ROyal's IT SERVICE (sept 2017 – Nov 2019)

Duties and Responsibilities:

- Maintenance of all computer related equipment
- Install and manage systems on a daily basis including setup of hardware, software
- Diagnosing and repairing personal computers
- Trouble shooting Desktop connectivity, cabling, Hubs, Switches
- Deploy and Troubleshoot IP/ AHD Cameras
- Setup / Troubleshoot Printers / Scanners
- Visit client sites for Site survey

IT Officer at Golyan Group (Dec 2019 – Present)

Duties and responsibilities

- Maintenance of all computer related equipment
- Troubleshoot server network configuration problems
- Laptops/ Desktops maintenance, repairs, upgrades, troubleshooting
- Installation and Configuration of Active Directory / DNS / DHCP / GPO
- Manage Domain controllers, including Setup of Group Policies, Users, and Permission for shared folders / drives etc.
- Interact with vendors for repairs of hardware & Procurement
- Provide help-desk support to all users with respect to IT infrastructure
- Handling Wi-Fi (wireless internet) and rectify the problems
- Backup Data for DR
- Update Websites
- Identify and troubleshoot software issues i.e Tally ERP 9, Swastik , IMS software
- Report current status to IT Manager

TRAININGS AND CERTIFICATIONS

- **CCNA (Cisco Certified Network Associate) From Computer Point Nepal- Baghbazar, Kathmandu**
- **NSE1 & NSE2 (Network Security Associate)**
- Windows Server Administration from **Lynda Learning**.
- **Networking and Ethical Hacking Workshop** by JETKING Nepal.

OTHER SKILLS AND INTEREST

- Commitment to work
- Positive and Optimistic
- Hardworking and Passionate in work
- Honest and self-motivated
- Strong Communication skills
- Good Judgment and decision making

AREA OF EXPERTISE

- ✚ Network Design
- ✚ Network Security
- ✚ Cisco Routers and Switches
- ✚ Network and Hardware Troubleshooting

EDUCATION

Bsc(Hons) in Information Technology in Lord Buddha Education Foundation, Maitidevi –

Kathmandu (2019)