

## Curriculum Vitae

**Divyangkumar Devendrabhai Mori**  
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### **CAREER OBJECTIVE**

To excel in my chosen field in a job that both challenges and inspires me, while pushing me to work to the best of my abilities and produce the highest quality work that I am capable of.

### **PERSONAL INFORMATION**

Date of Birth: April 24.1979  
Nationality: Indian  
Marital Status: Married  
Religion: Hindu  
Languages: English, Hindi, and Gujarati

### **EDUCATIONAL QUALIFICATIONS**

- Bachelor of Science (B.Sc.) from Gujarat University, Shri R. K. Parikh Arts & Science College. Petlad, India in 2002.

### **PROFESSIONAL QUALIFICATIONS**

- Microsoft Certified Professional "MCP".
- Microsoft Certified Professional + Internet "MCP+I".
- Microsoft Certified System Eng. "MCSE".
- Microsoft Certified Database Administrator on Microsoft.SQLserver 2000,"MCDBA".
- Desk Top Publishing "DTP".

### **Self-Appraisal**

- Good Creativity.
- Excellent Communication & Interpersonal Skills.
- Fast Ability to observe new technology.
- Knack of approaching problems in systematic way.

### **Career Summary**

**Nov 14 2017 Still Continue**  
**Position**

**My Own Eco Energy Pvt Ltd.**  
**System Admin cum Sales Operation Executive**

**March 15 2013 to Feb 14 2017**  
**Position**

**Bench Mark (Mercedes) car (Landmark Group)**  
**Operation Executive**

**Sep 23 2009 to March 10 2013**  
**Position**

**Amar Cars Pvt Ltd, Nadiad**  
**EDP Executive (Windows System Administrator)**

**June 2005 to Aug 2007**  
**Position**

**ARMS, Ahmedabad**  
**Hardware Engineer & Desktop Support Engineer**

**April 2001 to Jan 2005**  
**Position**

**Charnarvind Traders, Nadiad**  
**Hardware Engineer**

## **Key Responsibilities:**

- Maintained the daily transactions data in the MS excel sheets.
- Prepared daily / weekly reports for different departments as per their standard formats.
- Sales & Stock statement related to distributors and Data on Target Vs Achievement Expenses Checking.
- Day to day follow up and coordination with different teams to ensure timely flow of MIS.
- SAP- Data Entry & Data download analysis Co-ordination with Sales & Marketing Team.
- Good hands on with Excel tools like V-Look up, H-Lookup, Pivot charts and Graphs.
- Understand requirements, design formats, deploy formats, follow up with Business development Team, Client Services Department and Quality team and validate data.
- Like as new car booking, customer entry, Invoice bill, follow-up and ETC Entry in online system, new car DO, gate pass, online insurance of new car CCTV camera monitoring as well as DMS and Mercedes software handle which is online system of Maruti as well as Mercedes Dealers.
- Sales and other Department's All Documents online and offline submission.
- Sales Report and other report mailed to Managers.
- It installs new system and also upgrades the old systems, when required.
- Printer and Xerox machine Sharing with LAN.
- It manages wireless network and trains users about new systems.
- Installation & configuration of Microsoft Outlook & Outlook Express.
- Troubleshoot hardware as well as software problems.
- Aws Sound basic Knowledge.
- EDP department is responsible for securities like Anti-Virus, firewall and Internet Security
- Monitoring and maintaining computer systems and networks
- Installing, configuring & administering Windows base Server. Creating User Accounts, Configuring User Profiles, Creating local and Global Groups, Managing Account and Domain Controller.
- Sharing Folders, Planning and Assigning NTFS Permissions. System Policies and, Hardware Profiles, Hard Disk Configuration for Fault Tolerance, Disk Mirroring and Backup the Data using BACKUP Devices, Networking using TCP/IP and Related Services like DHCP, DNS, WINS, RAS (Remote Access Services) And Printing in WIN 2003, Implementing Windows 2003 Terminal Services by Installing Terminal Services, Terminal services Clients & Connecting to Terminal Server.

**I have read and discussed the above and I fully understand the description of my job and agree to abide by this description**

**Divyang Mori**