

# ***Employee Profile***

***Miss. Sandeep Kaur  
Vill. Pandher Garhdiwala,  
Distt. Hoshiarpur  
9478427487***

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## **Employee Approach**

An honest and sincere approach toward her success and of his benefactor brought about her ability to work with team spirit and of action.

- 1 Satisfaction through success
- 2 Success through performance
- 3 Performance through skills
- 4 Skills through exposure

## **Academic Qualification**

- ❖ Matric from PSEB in 2010
- ❖ 10+2 from PSEB in 2012
- ❖ M.Sc. (IT) from Punjab University in May 2018

## **Personal Profile**

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|----------------|---------------------------|
| Father's Name  | : S. Kulvir Singh         |
| Date of Birth  | : 07/05/1994              |
| Language Known | : English, Hindi, Punjabi |
| Gender         | : Female                  |
| Marital Status | : Single                  |
| Nationality    | : Indian                  |

## **Professionalize**

Working as an **IT Technician** from **7 May 2019 to continue** at So-Fine Computers (Regd.)  
Fatehgarh Churian, Punjab, India with employee ID :- **SFC2019/0213/ITT**  
Website: [www.sofine.in](http://www.sofine.in)  
**E-mail- [info@sofine.in](mailto:info@sofine.in) | [sofinecomputers@gmail.com](mailto:sofinecomputers@gmail.com)**  
Contact No. 01871-503038, Mob. 98157-55184

## **Job Responsibilities:**

- Installing and configuring hardware and software components to ensure usability.
- Troubleshooting hardware and software issues.
- Ensuring electrical safety standards are met.
- Repairing or replacing damaged hardware.
- Upgrading the entire system to enable compatible software on all computers.
- Installing and upgrading anti-virus software to ensure security at the user level.
- Performing tests and evaluations of new software and hardware.
- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues.
- Conducting daily backup operations.
- Managing technical documentation.