

**POSITION: IT Executive**

**LOCATION: Mumbai**

**DESCRIPTION:** Coordinating software implementation and upgrades, determining IT budget and equipment needs, and ensuring systems security.

**RESPONSIBILITIES:**

- Getting into field for collecting of Quotations for computer& hardware parts at minimum rates.
- Maintenance & Repairs of all center computer/printer/projector/ laptop/ bio matrices machines & Troubleshooting hardware and software problems
- Networking & solving Networking issues.
- All center biometric device checking & installing new device. Installation of new Software/device in center like projector printer.
- All center damage computer/ hardware parts which replace during warranty period in service center.
- Assets audit of all center
- Support to Admin department for dispatching material
- Tracking of centre repairs expenses & provide user training,

**COMPENSATION:** Best in the Industry

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

**Qualifications:** 12th with Hardware & Networking Certification.

**Years of Experience :** Minimum 1Years' Experience filed work

**REQUIRED KNOWLEDGE**

- Implementing and managing security or integrity and backup procedures. Providing user training, support, advice and feedback.
- Computer assembling and maintenance hardware and software knowledge (Installing and configuring the peripherals, components and drivers)

**REQUIRED SKILLS**

- Accountability, Leadership, Problem Solving skill.