

B. SURENDRA

Hardware Technician

D. No. 7-144, Chinnaogirala, Akunuru (Post),

Vuyyuru Mandal, Krishna District – 521245, Andhra Pradesh

Mobile: +91 95339 59545 | **Email:** bandelasurendra278@gmail.com

CAREER OBJECTIVE

Dedicated and results-oriented **Hardware Technician with 8+ years of professional experience** in hardware maintenance, operating system installation, network troubleshooting, software support, system administration, and technical assistance. Seeking a challenging position in an organization where I can utilize my technical expertise, problem-solving abilities, and practical experience while contributing to organizational growth and professional development.

PROFESSIONAL EXPERIENCE

Siddhartha Academy of Higher Education – Deemed to be University

Formerly Velagapudi Ramakrishna Siddhartha Engineering College

Hardware Technician | January 2017 – Present

Key Responsibilities:

- Provide hardware and software support, configuration, troubleshooting, and inventory management.
- Install, configure, and maintain **Windows, Ubuntu, Linux, Hadoop, and other operating systems** using virtual machines.
- Troubleshoot and maintain **LAN, WLAN, and Internet connectivity**.
- Create, test, and deploy PC images using **Image Center and Norton Ghost**.
- Resolve technical issues remotely using **TeamViewer, Skype, and similar remote-support tools**.
- Configure and share files, folders, printers, and other network resources.
- Install operating systems through **network cloning and deployment processes**.
- Maintain stock registers, conduct regular stock verification, and prepare quotations for required equipment.
- Install and configure wireless projectors and other classroom/laboratory equipment.
- Perform admission-related activities, student scrutiny, and entrance examination invigilation duties.
- Update operating systems and required software at the beginning of every semester.

- Create and manage student domain logins using roll numbers.
 - Monitor student computer systems using network monitoring tools.
 - Troubleshoot and resolve hardware and software issues on student and staff laptops.
 - Partition hard disks and install multiple operating systems.
 - Recover deleted or lost data using appropriate data-recovery tools.
 - Coordinate hardware and software installation, upgrades, maintenance, and replacement activities.
 - Install and update antivirus software and other required applications.
 - Install and configure network printers and shared network resources.
 - Coordinate with software vendors and provide technical support whenever required.
 - Provide technical assistance and guidance to faculty, staff, and students.
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EDUCATIONAL QUALIFICATIONS

- **B.Com. (Computers)** – Krishna University
 - **Intermediate** – CEC Group
 - **SSC**
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TECHNICAL SKILLS

- Operating System Installation & Configuration – **Windows 10, Windows 11, Ubuntu, Linux**
- Virtual Machine Setup and OS Deployment
- Hardware Installation, Maintenance & Troubleshooting
- PC Assembly, Repair and Preventive Maintenance
- LAN, WLAN and Internet Troubleshooting
- Network Configuration and Basic Networking
- **Cisco Switch Configuration**
- Network Printer Installation and Configuration
- PC Imaging, Cloning and Deployment
- Data Recovery and Hard Disk Partitioning
- Multi-Operating System Installation
- Software Installation, Configuration and Troubleshooting

- Antivirus Installation and Updates
 - MS Office
 - Remote Technical Support using TeamViewer and similar tools
 - Network Monitoring
 - Hardware and Peripheral Device Maintenance
 - Technical Support and End-User Training
 - Vendor Coordination and Inventory Management
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PROFESSIONAL STRENGTHS

- Strong hardware and software troubleshooting skills
 - Excellent problem-solving and analytical abilities
 - Good communication and interpersonal skills
 - Effective team coordination and management
 - Strong time-management skills
 - Ability to work independently as well as in a team
 - Quick learner with adaptability to new technologies
 - Customer- and user-focused approach
 - Ability to handle technical issues under pressure
 - Good knowledge of computer hardware, peripherals, and network infrastructure
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CERTIFICATIONS & TRAINING

- Python Programming for Beginners
 - Skill Development Program for Technicians
 - Modern Technologies and Tools – Skill Upgradation
 - Design and Development of IoT-Based Applications
 - One-Day Hands-on Workshop on Open-Source Technologies
 - Cyber Guard: Awareness & Protection Strategies
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PERSONAL DETAILS

Particulars	Details
Name	B. Surendra
Date of Birth	30 November 1990
Gender	Male
Marital Status	Married
Languages Known	Telugu, English
Nationality	Indian

COMMUNICATION ADDRESS

B. Surendra

S/o. Sambasiva Rao

D. No. 7-144, Chinnaogirala, Akunuru Post,
Vuyyuru Mandal, Krishna District – 521245,
Andhra Pradesh

Mobile: +91 95339 59545

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the information furnished in this resume.

Date: _____

Place: _____

(B. SURENDRA)