

SUJATA IRKAR

IT LAB ASSISTANT

CONTACT

9096795023

Sujataikar08@gmail.com

SKILLS

Communication

Software

Computer

Word

Excel

Web development

Web designing

EDUCATION

Kolhapur University

2016-2018

BSC (Computer science)

Maharashtra Board

2015

HSC

PROFILE

Conducts regular maintenance on the computers in the lab. Maintains inventory of supplies, places orders and records of maintenance activities. Sets up and shuts down the lab according to work hours.

EXPERIENCE

Fr. Conceicao Rodrigues College of Engineering

Computer Lab Assistant

2026 to present

Assist professors and students in using computer applications and hardware.

Respond to questions and teach students how to operate computers and other related devices.

Keeping track of laboratory software and equipment's.

Keep an eye on lab occupants as they enter and exit the building to ensure the safety of the equipment.

Examine and manage minor equipment upkeep to ensure that it is in good working order.

Extend relevant processes, react to inquiries, and document resolution of reoccurring concerns

Maintain Assigned Computer Lab Laptop or Desktop.

Installed Approved/Authorized Software in the Laptop or Desktop.

Universal College of Engineering

IT Lab Assistant

2022 to 2026

Assist professors and students in using computer applications and hardware.

Respond to questions and teach students how to operate computers and other related devices.

Keeping track of laboratory software and equipment's.

Keep an eye on lab occupants as they enter and exit the building to ensure the safety of the equipment.

Examine and manage minor equipment upkeep to ensure that it is in good working order.

Extend relevant processes, react to inquiries, and document resolution of reoccurring concerns

Maintain Assigned Computer Lab Laptop or Desktop.

Installed Approved/Authorized Software in the Laptop or Desktop.

Keep all the System Proper and up to date.

Make a ticket on IT Help and Dell Service Center if any Hardware issue arises.

G J Vartak School

2021 to 2022

Planning lessons and activities that students' acquisition of basic and advanced computer skills.

Instructing in a manner that develops students' confidence in their abilities.

Invigilating and grading projects, quizzes, and examinations.

Tracking and communicating students' advancement throughout the course.

Downloading important software updates and maintaining hardware.