SAURABH JOSHI

Devops Enginner

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Considered hardworking, punctual and driven.

**Contact Work History**



|  |  |  |  |
| --- | --- | --- | --- |
| **Address** |  | **2022-02-** | **Management Assistant** |
| Bhopal, MP, 462022 |  | **Current** | ***Kautilya Academy, Bhopal, Madhya Pradesh*** |
| **Phone** |  |  |  (Now franchise become **Vishnugupt**) |
| 8959990369 |  |  | Created and updated physical records and digital |

## E-mail

saurabhits11@gmail.com

**Skills**

Administrative support Gitlab, Jenkins, CI/CD Concept, Docker,Kubernetes

 Basic Knowledge of Python

 Basic knowledge of Shell Scripting

Adobe Photoshop

Customer and client relations

Ubuntu OS

**Languages**

English Hindi

## 2019-2021-

files to maintain current, accurate and compliant documentation.

Delivered top-notch administrative support to office staff, promoting excellence in office operations.

Increased office efficiency by modernizing document organization systems and effectively implementing solutions.

Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.

Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.

# Management Trainee

### Indore Kautilya Academy Shahdol, Madhya Pradesh

* Completing all assigned tasks and assisting with day-to-day operations.
* Participating in meetings, workshops, and other learning opportunities

**2016-2017- Instrumentation Engineer**

### Telecon Systems, Noida

* + Calibration & Commissioning of all Type of field instruments in Boiler, Turbine, AHP, as per P&ID & Hook- up Drawings.
	+ Proper documentation, planning, implementation, monitoring & controlling of all issues related to the C&I maintenance.

**Education**

# Bachelor of Engineering: Electronics & Telecommunication Engineering

**2005-06 -** *RKDF IST - Bhopal, MP*

## 2009-06

GPA: 70.21

# Intermediate

**2003-07 -** 12th

**2004-03** *Govt. School of Excellence - Shahdol, MP*

GPA: 78.6

**Accomplishments**

Participated In Jagriti Tech Fest at Oriental College, Bhopal