

Onkar Singh Bansal

IT Executive/Admin Manager
Immigration Consultant

believe in Practical



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WORK EXPERIENCE

Network/Hardware Assistant Manger

Punjab kesari, Jagbani, Hind Samachar

06/2006 - 02/2012

Jalandhar (India)

Daily Hindi, Punjabi, Urdu News Paper

Head of CTP Department

Dainik Savera Times

02/2012 - Till Date

Jalandhar (India)

Daily Hindi News Paper

Admin Manger

Leoplast Industry Limited

12/2018 - 08/2019

Yangon (Myanmar)

Manufacture Plastic House Hold Products

Immigration Consultant

Pioneer Immigration Consultancy

10/2019 - Till Date

Jalandhar, (India)

Achievements/Tasks

- Dealing with Client Spouse & Tourist Visa.
- Prepare & Submit Spouse Visa file in Canada Embassy
- Prepare & Submit Tourist Visa file in Canada Embassy

ACHIEVEMENTS

IT/Network & Hardware (06/2006 - 02/2012)

Manage more than 200 Computers Networking System. Troubleshoot the problem and resolve . Computer Hardware Troubleshooting . Installation of Window 98, 2000, XP, Window-7, window-10, Server window -2003,2008,2012 . Configure router and Cisco switch. Install a new wired network line in Mohali (Punjab Kesari) sub Office and Printing Press .

HOD of CTP Department (03/2012 - 12/2018)

Kodak New (Manual) CTP Machine Installation with Engineer, Kodak New (Auto Loader) CTP Machine installation with Engineer. Install new Krause CTP Machine with Engineer. Install New Screen CTP Machine with Engineer . Operator and Maintenance CTP - Kodak, Krause, Sacreen Kattana Doing work on Rip. install new CTP Machine at Jammu & Kashmir (Barri Brahmana), Mohali , Jalandhar for Punjab kesari Group .

Admin Manager (12/2018 - 08/2019)

Manage all Official Document, Update and renew before expire. Maintain the record of all Expat document and renew his Visa/Stay Permit, Contract, Labor card, SSb Fee, Arrange the ticket for MD, Directors, Expat and engineers. arrange the Vister visa for Chairman, Maintain the all Vehicle service, all document renew at the time . Manage Daily cash update (Deposit in Bank) Sale & Purchase for Office, Factory and Mess. Arrange the container for import and export. Perpair the document for Logistic. Renew the all Company Certificates .

SKILLS

Computer Network/Hardware Troubleshooting

Microsoft Office

Photoshop

Corel Draw

Operate and instal Window 98, 2000, XP, Window 7, Window 10

Operate and Instal Server window 2000, 2008, 2012

Crouse CTP Machine (Operate and Service)

Kodak CTP Machine (Auto Loader) (Operate, and Service) (File RIP Management handle individually)

Sacreen CTP Machine Automatic(Operate and Service)

Typing :- Hindi, English, Punjabi

EDUCATION

Post Graduation Diploma in Computer Application

Guru Nanak Dev University/Lyallpur
Khalsa college

05/2005 - 05/2006

Jalandhar/India

Courses

- Diploma

Graduation

Guru Nanak Dev University/Lyallpur
Khalsa college

04/2003 - 04/2005

Jalandhar

LANGUAGES

English
Full Professional
Proficiency

Hindi
Full Professional
Proficiency

Punjabi
Full Professional
Proficiency

INTERESTS

Read Spiritual Book