



## Hardware/ Software Asset Management

### Basic Details:

Title: Hardware/ Software Asset Management

Reporting To: Team Leader/ Project Manager

Note: No pickup and drop facility

### Basic Skills Sets Requirement:

Qualification: Graduate/Diploma in any stream (Optional, Diploma after 12<sup>th</sup>)

Experience: 1- 3 Years relevant experience.

### Key Competencies & Skills:

#### Behavioral Skills:

- Good verbal and written communication skills.
- Interpersonal skills
- Quick learner
- Time Management and Organization skills. Can work within defined SLA.
- Ability to work well within a team.
- Flexible to accept constantly changing environment.

#### Roles and Responsibilities:

- **Good knowledge about Windows system administration**
  - Installation of various operating systems of Windows
  - Installation and configuration various type of software
  - Asset inventory data preparation
  - Asset allocation and release
  - Coordination with various vendors for asset replacement or repairing
  - Good in MS Excel