**OBJECTIVE**

Intend to build a career with leading corporate of Hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in a challenging and creative environment where my potential will be fully utilized.

**PROFILES**

* Strong interpersonal and communication skills
* Hard working and dedicated
* Can work under pressure with time bound performance
* Easy adaptability to situations

**EDUCATIONAL ATTAINMENT**

* Intermediate (12th )

**COMPUTER SKILLS**

* Completed Computer Course in Ms Office, Internet Surfing & Mailing.

**TECHNICAL QUALIFICATON**

* One year Electronic Diploma Course LRPG Collage Sahibabad Ghb. U.P India

**SOFTWARE EXPOSURE**

* Operating System : Win7,server, Vista, Win XP, Win2000, Win98 & MS-DOS

**WORK EXPERIENCE**

* Worked with Dreams Computer Trading, Dubai UAE from 2006 to 2014 as a Technical Support Engineer cum Office Assistant
* Worked with High Tech Computer New Delhi ( Shiv Computer), India as a System Engineer cum Office Assistant for 4 years.
* Working with Manavs Pvt. Ltd. New Delhi India as a System Engineer cum Salesman 4 years.
* Working with Netstar Technologies Pvt. Ltd. New Delhi as a system Engineer cum Salesman 4 years.
* Working with Surya Office Automation New Delhi as a Store keeper cum Office Assistant for 3 years

**Duties & Responsibilities**

* Having good experience in Hardware/ Sales/Office Assistant / Store Keeper.
* Routine Check-Up of Network and Routers.
* Installation of Windows and Configuring Internet.
* Configuring Internet Connection sharing (ics).
* Configure Updated Software’s for the all Computers.
* Designing and Implementation of LAN.
* Supervising monthly Service of Computer Systems and Network.
* Attending and Solving Technical Queries from Customers outside.
* Configuring Microsoft Outlook Email accounts.
* Installation of all types of Software & Printers, Faxes & Modems.
* Answer phones and transfer to the appropriate staff member
* Take and distribute accurate messages
* Greet public and clients and direct them to the correct staff member
* Coordinate messenger and courier service
* Receive, sort and distribute incoming mail
* Monitor incoming emails and answer or forward as required

**PERSONAL DETAILS**

Date of Birth : 20.12.1969

Gender : Male

Nationality : Indian

Marital Status : Married

Languages Known : English & Hindi

****

 **Gulfjobseeker.com CV No:** **1520328**