**Curriculum Vitae**

**Present Address**

**MUHAMMED**

[**MUHAMMED.255369@2freemail.com**](mailto:MUHAMMED.255369@2freemail.com)

****

**Career Objective**

I would like to work with a highly esteemed company which gives me a platform to use my expertise and skills for mutual growth and benefit of company and myself.

**Educational Qualification**

* **High Secondary Education** from*Board of Higher Secondary Education, Kerala, India.* **2010**
* **SSLC** from *General Education Department, Kerala, India.* **2008**

**Work Experience**

* **2** Years experience as office admin come PRO in Central Institute of Management and Accounts –(CIMA), a Management & Cost Accounting Coaching Centre in Malappuram (2012-2014).

**Other Certification Courses*:-***

* **Computer engineering from ISIT Kerala, India (from 29–April–2008 to 29–Jun–2008 )**

# Computer Knowledge

* Operating systems **: MS DOS, [Windows (98, 2000, XP , Vista, Server 2008, 7, 8)]**
* Software **: MS Office, DTP, Photoshop CS5**
* Problem analysis and rectifying most software and hardware related errors

**Hardware:-**

* Computer assembling and maintenance
* Trouble shooting hardware and software problems
* Installing and configuration all the peripherals, components and drivers
* Installing software and application to user standards
* Monitor disk spaces processor utilization, network utilization related to(server)
* Backup operation and monitoring
* User account creation, deletion modification etc.
* Network card, modem hubs, cable

**Strengths:-**

* Self –Motive and capable of growing with the company.
* Capable of good interaction with team members.
* Effective communication Skills.
* Basically adored to discipline and integrity.

**Knowledge of Languages:-**

English : Read / Write / Speak

Malayalam : Read / Write / Speak

Hindi : Read / Write

Arabic : Read / Write

**Declaration**

I, ***Muhammed*** hereby declare that the above-furnished details are true to the best of my knowledge and belief. And also I assure you that I will work and grow with the company according to the expectations and belief kept by the company where I am working.