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| **MOHD.** |  | [**MOHD.263191@2freemail.com**](mailto:MOHD.263191@2freemail.com)  **Objective**  Intend to structure my growth in pace with the ever-changing corporate environment. Make my learning curve to move in a linear fashion along with the growth of my functional skills coupled with overall personality development in order to face the challenging times ahead.  **Work Experience**  Dedicated and technically skilled Multi task business professional with ability to work in a challenging & fast-paced environment,having versatile administrative experience of more than 10 years as **Office Administrator, IT Coordinator, Resource Coordinator, Institution Head, Document Controller , Executive Secretary and Computer Operations Incharge** having Proficiency in Computer Spreadsheets, Word & PPT applications with Strong organizational & logistical skills. And able to think critically & strategically in a self-guided, self-disciplined way.   * 05 years worked as **Office Administrator** cum Chief IT Coordinator for **SHAHEEN GROUP** of Institutions BIDAR (K.S) India.(2011 to 2016) * 05 years worked as **Office Administrator** cum **Computer Operations Incharge** for **SWAGATH PROJECTS (I)PVT. LTD**.,Hyderabad,(2005 to 2010) * 03 years worked as **Office Admin** cum Centre Head for **IQRA Infosys(software Training Centre**)BIDAR ( K.S) India (2001 to 2004)   **Educational Qualifications**   * ***Bachelor of Science*** from Gulbarga University, Kalburgi.   **Additional Qualification**   * Post Graduate Diploma in Software Enggr.(PGDSE) Under HRD Govt.of India, CAT Academy Hyderabad.   **Computer Skills**   * Proficiency in dealing with MS Office, Internet, outlook * Well versed with Typing,/formatting and Database * Languages known C,HTML,SQL,PL/SQL &VB * Knowledge of Front & Back tools like,VB,FP2000,   Oracle & Ms Access.   * Familiar with **OS:** WIN 98,2000,ME,XP& Win7 |

**Duties & Responsibilities :**

* Assists office staff in maintaining files/databases & supervises to works with high degree of accuracy
* Prepares reports, presentations, memorandums, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitors office operations & Coordinate Meetings/Visits / Annual Activities
* Manages staff schedules with Highly organized and flexible
* Tracks office supply inventory and approves supply orders and AMCs (New/Renewal)
* Self directed and able to complete projects with limited supervision
* Responding to incoming email and phone enquiries & arrangement of travel & ticketing for officials.
* Manage & coordinate for office infrastructures like Conference Hall, Fire Control Equipment, Stationary& ensure its maintenance
* To ensure overall power arrangement, UPS/Inverters & Generator Maintenance & timely servicing in the Company’s premises
* Telecom.& Photocopy Maintenance with Housekeeping/Horticulture/Pest Control and minor repairs
* As Head of the technical support team, I can handle and manage all system related issues including hardware/software updations subject to the requirements of daily and routinely work schedule.
* Maintenance and sending of Bulk SMS by using a third party software and Trouble shoot, Format ,Installation up gradation, Networking, Printer or system sharing or data retrieving if any required from time to time.
* Maintenance of all Servers in good conditions for School Automation Software, Digitally Software and Biometric Finger Print Machine software( for students and staff daily attendance)
* Produce Daily Report to IT Head for daily routine work load problem resolved.
* Checking of all PC’s working conditions with Antivirus status and prepare a weekly report.
* To look after organization’s website updation/modifications or changes as required by the Management from time to time.
* Maintaining of All CCTV cameras software Installation/configuration, recording schedule and data backup within the time frame.
* As a SMART CLASS Coordinator handling the Maintenance of All 50 class rooms furnished and attached with Projector, Smart Board, Smart Pen, Systems, Cameras and Multimedia Studio.
* Running the ONLINE Classes (Live Sessions) for the selected class rooms as per the BASE Requirements for the benefit of students and staff.
* As a **Resource Coordinator** for **Edurite** ( for Pearson Education Service Pvt. Ltd.,) Coordinate/follow-up with Pearson’s Representative or Engineer/CRM for any issue which complaint had been made. If not resolved keep it in follow-up and in touch till it resolved.

**Strength**

* + Interact well, independently as team leader as well as a team member.
  + Strong initiative in decision-making and assumption of responsibilities.
  + Excellent Business and interpersonal communication skills.
  + Excellent team/time management skills & Ability to handle multiple assignments under pressure.
  + Thrive on working in challenging environment.
  + Goal-oriented individual with strong leadership,Desire to learn/ adopt new strategies capabilities.

**Declaration**

I, **Mohd.** hereby declare that all the details furnished above are true to the best of my knowledge.