**Muhammed Asharaf**

**Occupational Contour**

|  |  |
| --- | --- |
| Work Experience | 7 years |
| Category | IT |
| Roles | It Support |
| Degree | Diploma in computer engineering |

***NCTION&RESPONSIBILITY***

**‘SAP’ Professional**

**Feb 2011– Sep2014**

In-House Article Manipulation

* Data Base Management – Article Creation, Article Listing, Barcode Label Generation, Cost & Selling Price Activation
* Master Data Management – Material Categorization, EAN Activation, Brand Creation, Vendor Creation, Selling Price & GP (Gross Profit) Monitoring
* Purchase Order (PO) Preparation
* PO Generation and its alteration in accordance with the necessity for a particular Material towards the Vendor concerned.
* Mass listing of the PO, allow the authentic issue of the same for the particular Vendor.

**LFS (German Based Software Solution for Logistics)**

Control and Monitor almost all Activities of Logistic Operation fall under the responsibility of an IT Professional such as…

* Create and Maintain Virtual Storage ‘Bin Locations’ stipulated by the **LFS**
* Categorizing storage goods, there by establish ‘Zone’ mode procurement which enhances individual attention among mass storage.
* Organize and manipulate ‘Picking Level’ and ‘Permanent Level’ storage locations to satisfactorily meet the adequacy of each requested individual item.
* Stock ‘Receipt’ and ‘Issue’ as per the concerned requisition.

Hardware & Networking Support

Responsibilities

* Manage and support of Entire Data Centre of Company
* Implementing and maintaining the Corporate IT Policy
* Managing and administering the Domain Environment and user account management in Windows Active Directory (2003/2008R2).
* Managing User mailbox, Distribution Groups, anti-spam, Message tracking tools, etc. in Exchange Server 2010
* Installing and configuration of Virtual Machines in Microsoft Hyper-V
* Symantec Backup Exec2012 with Desktop & Laptop Option
* Managing and Maintaining Symantec Antivirus Server and WSUS Server.
* Manage Web filter (Fort iGATE) & Anti-Spam for Exchange
* Installing and configuration of IIS and FTP Server on Windows Server 2003/2008 Servers.
* Conducted periodic performance tests on existing servers.
* SAP front end configuration and support
* Assign users at various nodes in the network and manage user rights and security
* Configuration of network and local printers, print server and troubleshooting printer related problems
* Co-ordinate withvendors for hardware problems of laptop/desktop and parts replacement
* Asset management of all the hardware and software
* Installation,ConfigurationandtroubleshootingofclientoperatingsystemslikeWinXP,Win7, Win8 on laptops& desktops and installation of all the software that user needs

**HOTEL ANJALY INTERNATIONAL - Kerala**

**Administrator**

**Jan 2015 to Dec 2015**

* Facility maintenance
* Interacting with guests and accounting and finance functions.
* Assist with daily operations of the Business Center as needed.
* Prepare Banquet Event Orders (BEOS) as per client needs (Catering Only)
* Greet guests/clients/employees when necessary
* Assist in copying/faxing/mailing
* Maintain adequate inventory of office supplies.
* Maintain and stay abreast of the latest computer programs/innovations.
* Filing of all relevant correspondence in a timely manner.

**Spectrum softech solution Pvt ltd, Cochin**

**March 2009-Jul2009**

**On Job Training**

* Windows Installation and updating.
* Remote administration using msrdp, radmin, vnc, team viewer.
* Mail-client configuration.
* Raid Configuration-HARDWARE ANDSOFTWARE.
* Firewalls-free proxy, Ip security policy, visnetic.
* Ghosting-Hardware and network.
* V-LAN, switch configuration.
* VOIP-Multy voip series

**Electronics corporation of India limited, Kerala**

**Dec 2007– Nov 2010**

**System Administrator**

* Administrate and maintain LAN, MAN with LAN Extender and WAN with VSAT,VPN Systems.
* Administrate and maintain of Windows XP Professional user and Clients ensuring up time
* Application NCDEX(National Commodity and Derivative Exchange) and MCX(Multi Commodity
* Manages network operation to include; troubleshooting connectivity problems ,maintaining LAN Extenders, VPN Concentrator

**EDUCATION**

* Three year diploma in computer engineering, from STED (Scientific &Technical Education Development Council)
* Higher Secondary: Under Higher Secondary Education Of Kerala India.
* SSLC: Kerala Board Of Examination, India.

**TECHNICAL SKILLS**

•Microsoft Certified System Administrator (MCSA) with Messaging (Exchange 2003)

•Post-Graduation Diploma in computer application (PGDCA)

**PERSONAL DETAILS**

***PERSONALDETAILS***

Date of Birth : 29th May 1986.

Sex : Male

Marital Status : Single

Religion& caste : Islam Muslim Nationality : Indian

Languages Known : English, Malayalam, Tamil, Hindi & Kannada

**Job Seeker First Name / CV No: 1798518**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

