CV No 1944468



CURRICULAM VITAE

ANWAR SADATH. N

**Visa Status: Transferable visit visa valid till: Jan 12**

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| **CAREER OBJECTIVE** |

Seeking a challenging position in the environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential and contribute to the development of organization with impressive performance. I have total **4 year experience** (one year in Qatar).Completed **Bachelor of technology in Computer science** Engineering.

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| **WORK EXPERIENCE** |

**TOTAL EXPERIENCE: 4 Years**

**GRAFFI SOFTWARE SOLUTION**

House no: 91, Sauhritham Nagar, Kazhakuttom, Kerala, India

Pin: 695582

Phone: 0471-3105040(Office)

Email: info@graffititechnologies.com

**Aug 2012 TO Feb 2014**

***Designation: Server Admin/Technical support cum Document Controller.***

**Duties & Responsibilities:**

* Installing and configuring computer hardware operating systems and applications.
* Monitoring and maintaining computer systems and networks.
* Troubleshooting system, network problems, diagnosing and solving hardware or software faults, replacing parts as required, providing support, including procedural documentation.
* Setting up new user’s accounts and profiles and dealing with password issues.
* Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
* Prepares users by designing and conducting training programs; providing references and support.
* Protects organization's value by keeping information confidential.
* Filing all company files in arranged manner and making soft copies for all incoming and outgoing files.

**Elalfy Qatar for Marble and Granite (Now Oryx marble and granite)**

**Industrial Area, Street no 48**

**Qatar**

**Email: info@elalfy.com.qa**

**Sep 2014 TO dec 2015**

***Designation: Document Controller/Secretary cum Technical Support.***

* Tracking the pending documents through weekly progress reports.
* Recording all incoming and outgoing company files details in excel sheet.
* Filing all company files in arranged manner and making soft copies for all incoming and outgoing files.
* Handling biometric attendance machine and making attendance for all company staffs and labours.
* Troubleshooting system, network problems, diagnosing and solving hardware or software faults, replacing parts as required, providing support, including procedural documentation.
* Monitoring windows server , issuing new user accounts and passwords, making group policies.
* Configuring Microsoft outlook for the users
* Creating and handling company emails to the new staffs as per instruction.
* Making Air tickets for company staffs and labours if required.
* Screening calls, managing calendar, meeting and event arrangements, preparing reports and financial data, training and supervising other support staff and customer relations.
* Drafting all company letters as per instructions (from CFO,MD,HR).
* Scanning all incoming and outgoing company documents and filing.
* Making quotations as per instructions and sending it to the other companies.
* Handling and monitoring telephone calls, company emails, issuing new emails to new staffs.

**Jan 2016 TO oct 2016**

***Designation : Technical Support.***

* Installing and configuring computer systems.
* Diagnosing hardware/software faults and solving technical problems.
* Monitoring windows server 2012 , issuing new user accounts and passwords.
* Making group policy settings as per instructions.
* Configuring Microsoft outlook for the users.

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| **PROFESSIONAL CERTIFICATIONS** |

**CCNA (Cisco certified network associate)** certified from APTECH computer education attingal, **MCSE 2012R2 (Microsoft certified solution expert)** from Logic software solution pvt.ltd Trivandrum, **RHCE 7 (Red hat certified system engineer)** from Logic software solution Trivandrum, **A+ (computer hardware)** from Keltron Trivandrum.

**Technical Proficiency:**

* Active Directory Administration.
* Windows Server Administration (2012R2, 2008R2).
* Hyper-V, Dhcp, Dns, Gpo.
* Cisco routers and routing protocol.
* Linux Server administration.
* MS Word, Excel, Outlook, PowerPoint, Internet & Email.
* Computer hardware, web development, adobe photo shop.
* Operating systems: windows, Linux, ubuntu, mc os.

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| **ACADEMIC QUALIFICATIONS** |

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| **Educ. Qualification** | **Board/University** | **Passing Year** |
| **B tech**  **(computer science eng )** | College of Engineering (IHRD), Attingal, **CUSAT** | June-2012 |
| **Plus two** | SSNSS School, Varkala, **CBSE** | March-2008 |
| **SSLC** | SSNSS School, Varkala, **CBSE** | March-2006 |

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| **PERSONAL INFORMATIONS** |

Nationality : Indian

Date of Birth : 26th Jan 1990

Place of birth : Attingal (Kerala)

Gender : Male

Father's Name : Nasser

Marital Status : Single

Languages known : English, Hindi, Arabic, Tamil and Malayalam

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| **DECLARATION** |

Hereby I declare that the above information furnished by me is true to the best of my knowledge and belief.

ANWAR SADATH

Place: UAE

Date:

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| **ANWAR SADATH. – CV No 1944468**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |