|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| MUHSINMUHSIN.331624@2freemail.com  |  |

 |  |

CAREER OBJECTIVE

To explore new circumstances and obtain an exclusive environment where my ideas will be implemented with all my potentials and my talent will be perceived for further enhancements Seeking a position that allows utilization of my unique and exhibits my capabilities to the greatest extent, there by accomplishing both the companies and my personal goals.

 Education

|  |  |
| --- | --- |
| * **Oracle Data Base Administration (10g)**
 | 2012-2013 |
| * Bachelor of Computer Applications (BCA) in 2012 from MET Arts and Science College, Nadapuram affiliated to the Calicut University
 | 2009-2012 |
| * Vocational Higher Secondary (VHSE) in 2009 from KKMGVHSS Orkattery. Affiliated to the Board of Vocational Higher Secondary Education Kerala
 | 2007 - 2009 |
| * Secondary School Leaving Certificate (SSLC) in 2007 from NAM HSS

 Affiliated to the Board of Public Examinations, Kerala | 2005 - 2007 |

Designation Apply

DATA BASE ADMINISTRATION/ OFFICE ADMINISTRATION

Summary of Administration Knowledge& Experience

1. ADNH (Abu Dhabi National Hotels) in UAE( from JUNE 2016 – Till date)
* Working as an Administrative clerk.

Job Description

* Coordinate between the higher management and operations on all issues related to administrative work
* Liaise with client at all times and communicate their concerns on all services with relevant department heads and to assist in fixing up all issues by improving our services to achieve client satisfaction for day-to-day smooth operations.
* Coordinating daily staff movements between Operations and Head office and maintaining an accurate occupancy records at all times
* Assisting staff on all issues related to their Work, Salary, Medical, transportation, vacation etc.,
* Coordinate with HR department on staff vacations, replacements, medicals, health cards, security passes, and labor cards.
* Handling all other responsibilities assigned by management.
* Complete the task given by management.

**2) Spectrum soft tech solution India Pvt . Ltd (February 2013 to March 2015)**

* **Worked as a Data Base Administrator.**

Job Description

* **Install Oracle 11g databases on Linux**
* **Backup and recovery using RMAN and logical backups**
* **Creating and managing user account, granting & revoking privileges from users as per**

 **Business requirements**

* **Control and monitor user access to the database**
* **Coordinating with the development team for the database deployment of periodic**

 **Maintenance releases for Applications**

* **Automated hot backups using a combination of incremental and full RMAN backups**
* **Write complex SQLs, PL/SQL Functions, Procedures and Packages**
* **Debugging, troubleshooting Oracle PL/SQL packages, stored procedures and functions**
* **Conducted data movement using Oracle data pump (expdp/impdp) as well as original**

 **Exp/imp utilities**

* **SQL Tuning – use Trace, Explain Plan and TKProf**
* **Creating, Monitoring & Scheduling jobs using dbms\_scheduler**
* **Creating database as per business requirement using DBCA and command line**
* **Cleaning database on regular basis to ameliorate performance of database**
* **Refreshing Schema Test/Dev with production Data using export-Import/data pump as per requirement**
* **Performing flashback operations**
* **Creating and maintaining the physical standby database using RMAN**

ABILITIES

* Good Team Player, Ability to Organize
* Deal Effectively With Conflicts, Dedicated & Systematic
* A Good Motivator & Trend Setter
* Reliable & Responsible Work Ethic
* Self-Motivator
* Optimistic and hard working
* Patient and can adapt change faster and act accordingly.

COMPUTER POFICIENCY

* Programming Languages : JAVA, C, C++, \* SQL, PL/SQL
* Packages : Oracle 11g,windows office
* Web Technologies : HTML, Java Script
* Other Area : Software Testing (Manually)
* Operating System : Working Knowledge of Win XP, Win 7, Win 8, Linux

PERSONAL DETAILS

|  |
| --- |
|  |
|  |

Date of Birth : 03rd June 1991

Marital Status : Single

Nationality : Indian

Language Known : English, Malayalam, Tamil, Hindi

Visa Status : Work Visa (Transferable as ADNH is a semi govt: company)

I hereby declare that the particular mentioned above is true to the best of my knowledge and belief.

I will submit all the related references and original certificates upon your request.