**CURRICULAM VITAE **

**UNAIS**

[**UNAIS.337339@2freemail.com**](mailto:UNAIS.337339@2freemail.com)

**Position Applied For : Admin/office Assistant/Document Controller**

**OBJECTIVE**

**Seeking a challenging position in which the Field to venture in to challenging projects and to work as a team where formal academic training will be fully utilized.**

**SUMMARY:**

**Current Specialization : Technical/Administrative Assistant/Document Controller**

**Highest Education : Diploma Certified in Enterprise Network Administration**

**Years of Experience : 5+ years**

**EMPLOYMENT BACKGROUND**

* **Qatar General Electricity and Water Corporation (KAHRAMAA)**

**(January 2014- august 2016 )**

**Water maintenance & Field Service Department (Doha, Qatar)**

**Technical Assistant (Under project GTC/556/2013 )**

**Daily report covers the following:**

* + **Assist Field Inspector on Site location using local mapping system (e.g. Shabakat and KM Web Viewer)**
  + **Coordinating with inspectors for site inspection Reports**
  + **Collecting all CWR (Contract Work Request) From Inspectors (Contract Work Request) to Issuing Invoices For Payment Process**
  + **Keep the Documents and other Supplies Up-To-Date**
  + **Creating request for Material Inspection Request & Submittal**
  + **Creating Work Order using JD Edwards ERP system**
  + **Coordinating with Contractors for Invoice Processing**
  + **Creating Gate Pass access Upon receiving the Gate pass request**

* **Salam International Studio & Stores Doha Qatar (June 2013 to Oct 2013)**

**Admin Assistant(Temporary Post)**

**Daily report covers the following:**

* + **Update Employee’s Overtime**
  + **Prepare daily plan activities**
  + **Keeping office records and execute other office works using Microsoft word, excel and PowerPoint**
  + **Prepare monthly reports**
* **Hithmi group at Barwa city project AbuHamour,from Feb 2013 to June 2013**

**Network Admin Assistant**

**Daily report covers the following:**

* + **handle optical fibers and delicate optical components**
  + **fiber splicing, component and system level assembly**
  + **follow written instructions and schematics**
  + **Assemble optical fiber lasers and amplifiers**
* **Qatar National Convention Centre for UN Climate Change Conference COP 18/CMP8 (The Largest conference to the date in Qatar ) From Sep-2012 to Jan 2013**

**IT Support Professional**

* **Qatar National Convention Centre for United Nations Conference on Trade and Development held in Doha 2012 (UNCTAD XIII )**

**IT Support Professional**

**Daily report covers the following:**

* + **installing and configuring computer hardware operating systems and applications;**
  + **monitoring and maintaining computer systems and networks**
  + **talking staff or clients through a series of actions, either face-to-face the, to help set up systems or resolve issues**
  + **troubleshooting system and network problems and diagnosing and solving hardware or software faults**
  + **replacing parts as required**
  + **providing support, including procedural documentation and relevant reports**
  + **supporting the roll-out of new applications;**
  + **setting up new users' accounts and profiles and dealing with password issues**
  + **working continuously on a task until completion**
  + **rapidly establishing a good working relationship with customers and other professionals**
  + **testing and evaluating new technology**
* **ATTRIBUTED INFOSIS Cochin-Kerala, from November 2009 to February** **2012.**

**Hardware & Network Admin Assistant**

* + **Install and support LANs, WANs, network segments, Internet, and intranet systems.**
  + **Install and maintain network hardware and software.**
  + **Analyze and isolate issues.**
  + **Monitor networks to ensure security and availability to specific users.**
  + **Evaluate and modify system's performance.**
  + **Identify user needs.**
  + **Determine network and system requirements.**
  + **Maintain integrity of the network, server deployment, and security.**
  + **Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.**
  + **Design and deploy networks.**
  + **Perform network address assignment.**
  + **Assign routing protocols and routing table configuration.**
  + **Assign configuration of authentication and authorization of directory services.**
  + **installing and configuring computer hardware operating systems and applications;**

**SKILLS AND EXPERIENCE GAINED:**

* **Knowledge in SAP (Preventive Maintenance module);**
* **Knowledge in Oracle’s JD Edwards ERP System;**
* **Excellent in Microsoft Office, Microsoft Excel and relevant software;**
* **Knowledge of computer networking & repairs;**
* **A good team player with multi-tasking capabilities;**
* **Proven initiative and ability to work with less supervision and communication skills.**
* **Excellent in Microsoft Office, Microsoft Excel and relevant software**
* **Solving problem related to LAN, Intranet and Internet .**
* **Installing and updating different software’s including Antivirus.**
* **Solving the issues related to software corruption and ensures minimum data loss.**
* **Maintaining support for software and hardware.**
* **Installing OS, configuring and testing.**
* **Performing routine system management tasks,**
* **Upgrading systems.**
* **Troubleshooting printers, scanners, etc..**
* **Installing new computer systems and managing computer networks.**
* **A good team player with multi-tasking capabilities**
* **Proven initiative and ability to work with less supervision and communication skills**
* **Operating systems - Windows7, Vista, XP,**

**EDUCATIONAL QUALIFICATION:**

* **Secondary school leaving certificate (SSLC) March 2006, Notional Higher Secondary School Engandiyur- Kerala - India.**
* **Higher secondary school certificate March 2008 Swami Bodanandha Higher Secondary School Chirakkal, Kerala – India**
* **Diploma Certification in Enterprise Network Administration IRS Network Academy (Institute Research of India ) Kerala**

**PERSONAL DETAILS**

**Sex : Male**

**Date of birth : 23rd July, 1991**

**Religion : Islam**

**Marital status : Married**

**Nationality : Indian**

**Languages Known : English, Hindi, and Malayalam**

**PASSPORT & VISA DETAILS**

**Visit visa (transferable**)

**DECLARATION**

**I hereby declare that the above mentioned details are true to the best of my knowledge and belief.**