**CURRICULAM VITAE**

**SARVATHULLAh**

**SARVATHULLAh.361474@2freemail.com** ****

##### Objective

Seeking to work in a professionally competent workplace that encouraging professionalism and will use my skills and knowledge to ensure proper administration of Windows Systems.

##### Employment History

**OCTOBER 1999 – Present: OFFICE ADMINISTRATOR**

**MUSLIM HIGHER SECONDARY SCHOOL – Chennai**

**Responsibilities:**

* School students data management
* Generating & Maintaining employees salary records
* In co-operation with Management and Government officials.
* Provide daily support to the Management & Administration.
* Maintaining staff pay role.
* Yearly account closure of GPF
* School administrative maintenance.

##### Computer Skills

* ***Software***
* MS Office
* Governments Protocol’s & websites
* Photoshop
* C Language

##### Educational Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **NAME OF THE INSTITUTE** | **YEAR OF PASSING** | **OBTAINED MARKS IN %** |
| SSLC | Islamic Higher Sec School – Visharam | 1992-1993 | 67 |
| Diploma in Electrical & Electronic Engineering | Sri Venkateswara Polytechnic | 1993 – 1997 | 60 |
| H.S.S.E | Private | 2003 – 2004 | 56 |
| B.Sc. (IT) | Annamalai University, Chidambaram | 2006 – 2008 | 70 |
| B.A (English) | Annamalai University, Chidambaram | 2010 – 2011 | 45 |
| M.A (English) | Annamalai University, Chidambaram | 2011 – 2012 | 40 |
| M.C.A | Annamalai University, Chidambaram | 2012 - 2014 | 70 |
| Advanced Diploma Embedded System  |  Certified Course | Sep - 2015 | NA |

##### Personal Profile

Date of Birth : 30/08/1977

Sex : Male

Marital Status : Married

Nationality : Indian

 Religion : Islam

Languages known : English, Hindi, Urdu and Tamil.

##### Passport Details

Date of Issue: 04.07.2013

Date of Expiry: 03.07.2023

Place of Issue: Chennai

##### Declaration

I hereby declare that the above information furnished is true to the best of my knowledge.