***CURRICULUM VITAE***



***Thamimul***

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***CAREER OBJECTIVES***

***I am seeking a challenging position in progressively growing organization, to be a part of advance in office work to the best of my skills and abilities.***

***EDUCATIONAL QUALIFICATIONS***

* ***B.Sc., Information Technology (Bharathidasan University)***
* ***Higher Secondary School Certificate***

***SOFTWARE PROFICIENCY***

***Operating System*** ***: Windows98, Windows XP, Windows7,***

***Server2003, windows8, Windows10***

***LANGUAGE KNOWN***

 ***English, Hindi, Tamil & Malayalam***

***TECHNICAL QUALIFICATION***

* ***Diploma In Hardware and networking***
* ***AutoCAD (Electrical design)***
* ***MS Office Application***

***Messenger/clerk:***

***Jul 2014 - Sep 2015 worked in SAEED AL ZAABI GENERAL TRADING at abu dhabi. Job Description:***

* ***Invoice preparation and submission.***
* ***Coordinate bank services for document.***
* ***Car license, insurance renewal & emirates id renewal***
* ***Cash/cheque collection and submission***
* ***Projects such as gathering information by phone, letter, email or in person.***
* ***Supporting the reception desk. Answer telephones, direct calls and take***
* ***Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.***

***Office Assistant / IT***

***Bani Marban Trading Int’l, Abu Dhabi*** ***(30/09/2011-29/09/2013)***

***Job Description:***

* ***Computer & Printer trouble shooting***
* ***Preparing the quote, PO and invoice***
* ***System assembly and maintenance***
* ***Trouble shooting hardware and software problems in the office***
* ***Installing and configuring the peripherals, components and drivers***
* ***delivery of materials to Clients***
* ***Photocopying and distribution of documents***
* ***Transmitting of documents to various departments***
* ***Collection and deposit of cheque to banks***

***Hardware/Networking***

***Jul 2007- Dec 2009 Worked in City Computers at Tamil Nadu. Skills:***

***System assembly and maintenance***

***Troubleshoot in hardware and software problems***

***Installing and configuring the peripherals, components and drivers***

***Installed and configured workstations for IP/IPX based LAN***

***Installed and configured DHCP Client/Server***

***Store Keeper:1 Year Experience of Store Keeper in Alain Preparing and delivery The Materials***

***Preparing Stock List and Maintenance in Store***

***Preparing Quotation, Lpo and Do and Invoice Data entry***

***March 2016 – March 2017 Worked in India All Government Certificate Online preparation and submission And Correction Online.***

***April 2006 - May 2007 Worked in Indian General Election as an “ON ELECTION DUTY-DEO” at Bangalore.***

***Skills: Preparation & Revision of Photo Electoral Roll & EPICs Complaint monitoring system***

***Building voter awareness, use of EVMs, Model code of conduct***

***Transportation of polling parties, micro observers, police forces and other officials***

***DECLARATION***

***I hereby confirm that the above information’s are true to the best of my knowledge and belief.***