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## Anoop

## [Anoop.367017@2freemail.com](mailto:Anoop.367017@2freemail.com)

**OBJECTIVE**

I would like to introduce myself as a professional, possessing an experience of 4 Year in Gulf&1year in India, seeking an **IT Support job** in your esteemed Firm

I am self-disciplined and confident of handling any responsibility bestowed upon me. My past experience has taught me Coordination and Teamwork

I am looking for growth and an opportunity to further utilize my potential. I am confident that my qualification and experience befits your requirement and my candidature shall be considered for the same.

**QUALIFICATIONS**

* 3 Year Diploma in computer science and engineering
* Microsoft Certified System Engineering (ID: 7732295)
* Indian and Foreign Accounting, Tally

**WORK EXPERIENCE**

**HOSPITALITY GROUP OF COMPANYS, RUWAIS, UAE, ABUDHABI**

August 2013 to September 2015

Designation: IT Officer

**JOB PROFILE*:***

* Manage all systems.
* Manage internet connection for all camp office and establish connection for all clients
* To solve client problems
* Installing and configuration of all software’s
* Installing and configuration of CCTV Camera
* Cabling (Indoor and Outdoor)
* Installing and configuration of Router for all client Rooms
* Installing and configuration of out-door and in-door Wi-Fi accessories
* To manage shared resources (disks, printers) and assign rights to users
* To keep the inventory of the IT assets.
* To manage peripherals, like printers, scanners, etc.
* To analyze and register problems faced by users on different software platforms.
* Installation and configuration of Access control Systems
* Internet Cabling
* To manage the internal LAN, the IP address allocation and other network equipment
* To analyze and register problems faced by users on different software platforms.
* To manage users workstations

**BENYAN DEVELOPMENT COMPANY LLC-ABU DHABI-UAE**

March 2010 to April2012

Designation: IT Assistant

**Organization’s Profile:**

Established in 2005 Benyan Development Company LLC is a fast growing construction company based in Abu Dhabi - UAE. At Benyan Development Company LLC you will find a unique commitment to exceeding your expectations, where BDC will provide value-added engineering, installation and service skills to customers for whom quality, efficiency and reliability are critical. In order to assure the quality, health, safety and environment protection BDC is ISO 9001:2008 and OHSAS 1800:2007 certified company, and in progress of ISO 14001:2004 certification process. Benyan has experienced and high caliber management team and about 1000 highly skilled manpower; BDC management is comprised of people who have been associated with leading contracting companies in UAE and overseas with proven track record.

***JOB* PROFILE*:***

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| * To configure and troubleshoot windows and backup device. * To manage shared resources (disks, printers) and assign rights to users. * To manage the accounts, keeping updated the different directories (e.g. address book). To create and maintain scripts. (E.g. log on). * To manage the internal LAN, the IP address allocation and other network equipment. * To ensure support and guidance on telephone/fax machine * To analyze and register problems faced by users on different software platforms. * To manage user’s workstations, start up and shutdown schedules, regular backups, restorations, deal with crisis. To ensure installation/reconfiguration/reinstallation of applications, diagnosing and providing solutions to users difficulties. * To give support to users on peripherals, printer configuration/management, disk space optimization. * To provide for virus prevention and cure through tools and to keep track of updates on the virus prevention. * To assist in the negotiation with suppliers, associated agencies with regard to equipment, cabling, access to Internet, etc. * To maintain necessary budgetary control records. * To keep the inventory of the IT assets. * To manage peripherals, like printers, scanners, etc. * To visit all sites. |

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| TEAM HR BPO, KERALA –SOUTH INDIA |

Jul 2009 to Jan 2010  
 Designation: BPO & System Admin

***JOB* PROFILE*:***

* Manage all local area network &systems.
* To manage shared resources (disks, printers) and assign rights to users.
* Install windows xp, server2003 &other software’s.
* To manage user’s workstations, start up and shutdown schedules, regular backups, restorations, deal with crisis.
* To ensure installation/reconfiguration/reinstallation of applications, diagnosing and providing solutions to users difficulties.
* Convert word file in to XML form.

**P E R S O N A L D A T A**

Date of Birth : 16 April 1985

Age : 30 Years

Marital Status : Single

Religion : Hindu

Languages Known : English, Hindi &Malayalam

Visa Status : Visit