

**NIJO**

[**NIJO.367640@2freemail.com**](mailto:NIJO.367640@2freemail.com)

**C A R E E R O B J E C T I V E S : -**



Contribute to a dynamic growing organization where my strong analytical interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunity to contribute. To secure an entry level position where I can utilize my expertise in the field of technology, while contributing to the development of organization.

**P R O F I L E S U M M A R Y : -**



* Impressive academic background with computer applications and administration.
* Good command over spoken and written English & Malayalam.
* Good working knowledge of computer hardware and software support.
* Good knowledge of computer programming languages C, C++, Java, PHP, VB.NET.

**E X P E R I E N C E : -**



**CM Networks**

Worked as Desktop Support Engineer cum Admin Assistant for 1year during period November 2015 to October 2016 at Kaloor, Ernakulam, Kerala.

**Job Duties and Responsibilities:-**

* Assembling of computer, Installation of Operating Systems and other software.
* Troubleshooting of Hardware, Operating System and Network.
* Installation, maintenance of other computer peripherals such as Network printers, modems, CD Rom and Writers.
* Configuration & Installation of Network Printers.
* Installation of all kind of Software for support of User.
* Creating & managing user’s profile.
* Handling of issues related to Desktops and Laptops both Application and hardware support.
* Installing & configuring IP to Desktop, Laptops.
* Provide Software, Hardware and Network support, as well as operating system loads and organizational.
* Troubleshooting virus related problems and installing Anti-virus.
* Help Administrator for Data Entry, Job scheduling, Employees Assigning, Create Job completion record and all other works related to Administration.

**Q U A L I F I C A T I O N S : -**



 S.S.L.C ( Board of Public Examination in Kerala )

* Plus Two ( Board of Public Examination in Kerala )
* Bachelor of Computer Application, Mahatma Gandhi University, Kottayam-Kerala, India.

**K E Y S K I L L S A N D C O M P E T E N C I E S : -**

* Experience as a Team for projects and systems migrations.
* Excellent customer facing skills.
* A positive attitude towards customer service and good communication skills.
* Experience of Windows server 2012, /7 professional / office 2013.
* Experience in Administration works.
* Ability to be clear & concise when explaining technical procedures to customers.

**A D D I T I O N A L I N F O R M A T I O N : -**



**Personal Attributes:-**

* Professionalism and work ethic.
* Able to learn new techniques and procedures quickly.
* Honesty and Integrity.
* Highly optimistic and friendly in nature.
* Team player.
* Problem Solving.
* Commitment to outcomes.

**Personal Details:-**

Date of Birth : 15th December 1994

Gender : Male

Marital Status : Single

Nationality : Indian

**Reference:-**

Available upon request.