**MOHAMMED**

Email: [mohammed.368606@2freemail.com](mailto:mohammed.368606@2freemail.com)

**Objective**

With experience in windows & Networks for more than 1.3 years, intend to take up a responsible position in the I.T field where the area of activity includes system implementation and also where my skills and hard work would be of value and to grow with the organization where I work, learn and earn certifications in new technologies.

**Profile Brief**

* Successfully accomplished multiple large scale and upgrade projects.
* Worked with multinational and multicultural workforce.

. **Professional Experience**

Current Employer : BANGALORE INSTITUTE OF LEARNING PVT LTD.

Role : Front Desk Manager.

Period : May 2014 to December 2016.

**Job Responsibilities**

* Installation, Configuration and maintenance of desktop OS.
* Follow up with clients 1st and 2nd payments
* Filling and proper documentations
* Excellent command of English is essential
* Generate and prepare all employees payroll
* Handling petty cash.
* **Extra Responsibilities.**
* Installation, Configuration and administration of application software.
* Installation of device drivers and hardware components Configuration of printers, modems, scanners.
* Generate Daily, weekly, monthly expenses report
* Preformed regular system backup’s procedures.
* Forecasting any needed technical improvements.
* Data gathering, Mail Backup, setting up of network & troubleshooting network issues.
* Installation and Assembling Desktop and Peripherals
* Troubleshooting desktop & managing the internet issues with LAN and WAN.

**Technical Skill Set**

* **Operating System:** Windows 7 / 8 /10
* **Application:** MS Office
* **Hardware:** A+, N+

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | YEAR OF PASSING | **COLLEGE** | **DIVISION** | **PERCENTAGE** |
| **B.com** | 2016 | KUVEMPU UNIVERSITY | PURSUING | PURSUING |
| **PUC** | 2015 | SIDDHARTHA PU COMPOSITE  COLLEGE SERII INDIA (NWAC) | FIRST | 67% |
| **SSLC** | 2013 | LILLY ROSE ENGLISH MEDIUM  HIGH SCHOOL (KSEEB) | FIRST | 63% |

**Passport Details:**

Issue Date : 8-12-2016.

Expiry Date : 7-12-2026.

Place of Issue : Bangalore.

Visa Status : On 3 Months Visit.

**Personal Details**

Nationality : Indian

Date of Birth : 1st MAY 1997

Marital Status : Single

Gender : Male

Languages known : English, Hindi and Kannada

**Declaration**

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

DATE: 10-05-2017

PLACE: DUBAI. **MOHAMMED**