Sainul

Sainul.368798@2freemail.com

**CAREER OBJECTIVE**

Seeking Job in available position, have 10 years’ experience in Abu Dhabi, UAE with an ability to methodically and accurately input, manage and manipulate network and systems with excellent analytical and problem solving skills, able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate, I’m an adaptable and efficient team player with excellent communication skills at all levels. I’m looking for a role where I can develop my skills further, researching new technologies and reveling in new challenges.

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| **GULF EXPERIENCE** |
| ***Job Title IT Support******Organization : Horizon Safety and Security. LLC, ABU DHABI Started : From May 2005 to March 2015*** |
| **OTHER EXPERIENCE*****Job Title : Computer Operator******Organization : SSI COMPUTER INSTITUTION, INDIA******Period : May 2002 to July 2003*** |
| ***Job Title : Accountant Organization : ORCHID FASHION, INDIA Period : July 2003 to March 2005*** |

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| **EDUCATIONAL QUALIFICATION** |
| **Qualification** | **Institution Studied** | **Year of Passing** |
| SSLC | SSLC Govt Of Kerala, Board of Public Examinations | 2001 |
| DCA | NIIT,Swift Jyothi Program (Diploma in Computer Application) | 2002 |
| COC | Under Ministry of Human Resource Development Govt India | 2003 |
| DTP | SSI The Board of Search InfoTech Kerala Ind | 2004 |
| Tally | P.K.M Computer Training Center Kerala Inda | 2004 |

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|  | **COMPUTER (HARDWARE & SOFTWARE) SKILLS** |
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| Operating System | Windows 2000, XP , 7, 8,10 & Mac |
| Application Software | DTP, Tally, DCA Data Entry, COC |
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* **IT Support**

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Very good knowledge in Networking & System Setup

Have excellent experience with Installation & Troubleshooting Have good planning and implementation skills.

Have good experience in Quality Assurance System. Professional Background

The ability to work well as part of a team and as an individual

Accuracy and attention to detail

Have good quality of inter-office and external coordination & communication skills. Have excellent problem solving skills.

An organized approach and excellent time management skills

Computer literacy and good typing skills

Submit all documents to the companies for reimbursement a good level of English spelling and grammar

If the figures are not tallied preparation of statement showing difference. Identifying supporting documents

Scanning and Preparing E-mails Forwarding to Proper department

Sending E-mails with attachments companies Keeping computer records up to date

Summary and Policy summary printing

**DECLARATION**

I, the undersigned, certify that to the best of my knowledge and belief, that the information stated in my resume are true and correctly describe myself, my qualification and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.