

***MY RESUME***

**SHAJI**

**EMAIL:** **shaji.370274@2freemail.com**

**Career Objectives:-**

**To enhance my knowledge and skills in accounting and Computer Hardware and Networking profession and execute them to perfection for the overall organizational growth and career advancement.**



**EDUCATIONAL DETAILS:**

**BACHELOR OF B.COM**

**PRE - DEGREE**

**S.S.L.C**

**DIPLOMA IN COMPUER HARDWARE & NETWORKING**

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE** |  |  |
| **SINCE JANUARY 2014** | **:** | **IT SUPPORT& PAY ROLL INCHARGE (ERP)** |
|  |  | **Worked as Technical and Networking support** |
|  |  | **DELTA AL EMIRATES BUILDING CONSTRUCTION LLC** |
|  |  | **DUBAI, UAE. (Still continuing…)** |
| **JUNE 2002 - 2006** | **:** | **STORE IN CHARGE / STORE KEEPR CUM SALES MAN** |
|  |  | **NADAN TRADING LLC** |
|  |  | **MUSCAT, OMAN.** |
| **JUNE 2007- 2008** | **:** | **COMPUTER TECHNICIAN** |
|  |  | **PAZHOOR IDEAL SYSTEM PVT LTD** |
|  |  | **TRIVANDRUM, KERALA, INDIA** |
| **AUGUST 2008 -2009** | **:** | **IT SUPPORT FOR FIELD WORK** |
|  |  | **WINTECH SYSTEM PVT LTD** |
|  |  | **KOTTARAKARA, KERALA, INDIA** |
| **DECEMBER 2009-2010** | **:** | **IT SUPPORT FOR HEAD OFFICE (IT DEPARTMENT)** |
|  |  | **Govt. KERALA STATE HOUSING BOARD** |
|  |  | **TRIVANDRUM, KERALA, INDIA** |

**SKILLS & RESPONSIBILITIES**

**In-depth knowledge of computer maintenance and networking methods.**

**Thorough knowledge of desktop assembling & software installations Installation of operating systems (Microsoft Windows, Windows 2008**

**& 2010 Severs, Linux software Etc...)**

**Thorough knowledge of Trouble shooting (Desktop, Server & Laptop ) Knowledge of LAN & WAN with VPN networking Trouble shooting. Knowledge of CCTV security access system.**

**Knowledge of printer service with cartridge setting.**

**Knowledge of professional ERP accounting software package. Maximum attention for cost reduction & wastage control.**

**Outstanding training, leadership and communication skills.**

**KEY PERSONAL SKILLS**

|  |  |
| --- | --- |
|  | **Good interpersonal skills.** |
|  | **Certified C++ programing.** |
| **MMC smart professional course including MS office excel /access / SQL server** |
|  | **& computerized accounting.** |
| **PERSONAL DETAILS** |  |  |
| **Name** | **:** | **SHAJI.** |
| **Date of Birth** | **:** | **14-02-1978.** |
| **Gender** | **:** | **Male.** |
| **Marital Status** | **:** | **Married.** |
| **Religion** | **:** | **Christian** |
| **Nationality** | **:** | **Indian** |
| **Linguistic Knowledge** | **:** | **Malayalam, English & Hindi.** |
| **Declaration:**- |  |  |

I hereby declare that the above mentioned particulars are true and correct to the best- of my knowledge and belief.

Thanking you

Yours Truly

Dubai

**SHAJI.**

Date:

**Note:**

Character reference shall be given upon request.

If possible, kindly be informing interview timings in advance to adjust with current working hours.