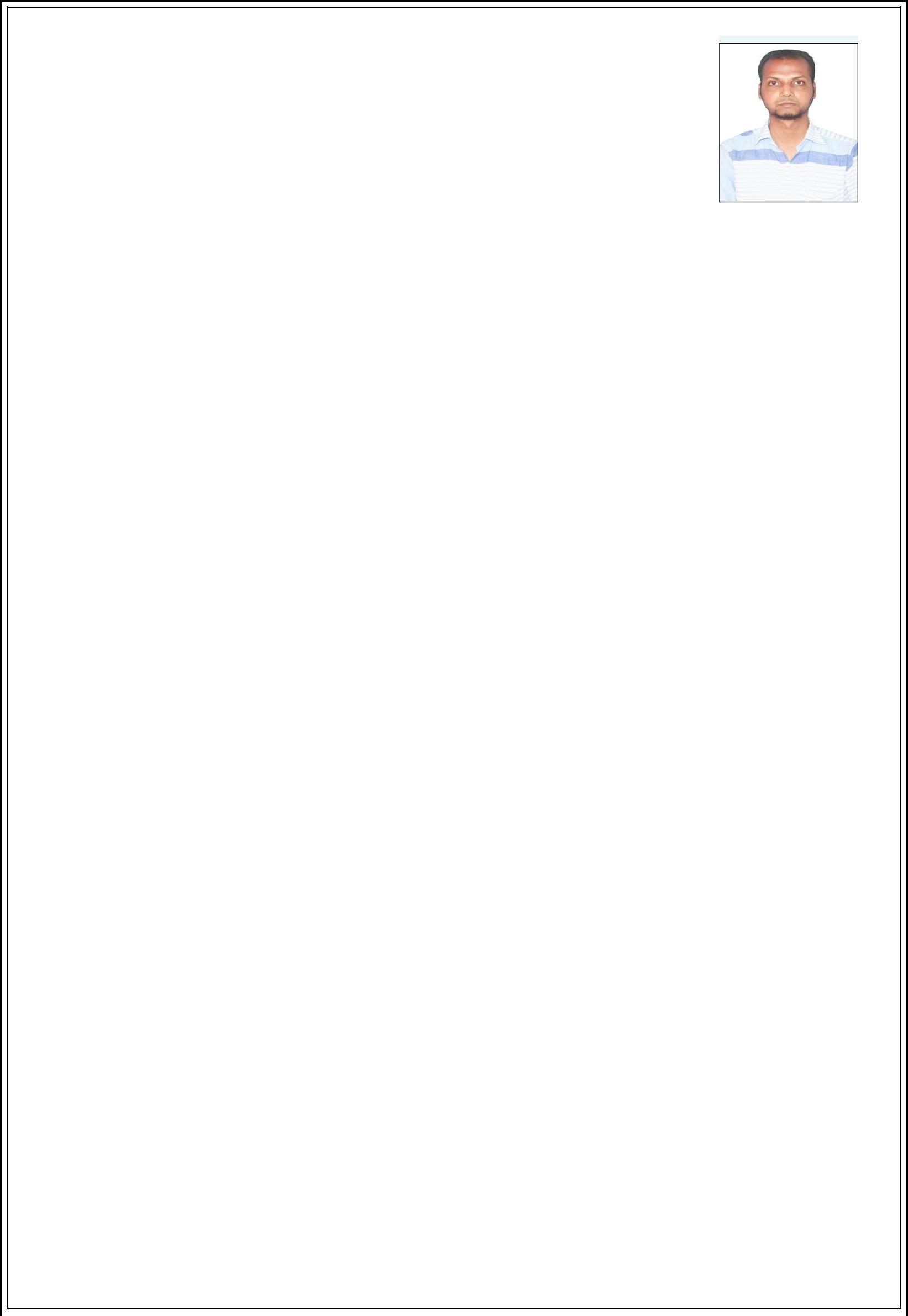
** Asiq**

[Asiq.381222@2freemail.com](mailto:Asiq.381222@2freemail.com)



**PROFESSIONAL SUMMARY**

A bright, talented and ambitious IT support technician with a technical background who possesses self-discipline and the ability to work with the minimum of supervision and having exposure to a wide range of technologies & able to play a key role in diagnosing hardware and software problems and to ensure that quality solutions meet business objectives.

**CORE QUALIFICATIONS**

* Extensive computer installation and maintenance experience
* Strong familiarity with workstation setup and computer hardware and software applications
* Excellent proficiency in software packages of major clients
* Superior skills in repairing peripheral computer equipment such modems, printers and scanners
* Exceptional skills in installing and maintaining hardware and network cables
* High troubleshooting and analytical abilities
* Remarkable experience in data entry (alpha and numeric)

**EXPERIENCE**

**Computer Technician & Data Entry Operator** **Nov. 2016 – Apr. 2017**

1. **Computers and Printing, TN, India**
   * Edited, processed data entry and distribution of raw source documents.
   * Collected, assorted and verified accuracy of data provided.
   * Ensured entered data accuracy by comparing with basis documents and identified errors.
   * Assisted with purchasing and oversight of office equipment and supplies.
   * Identified problematic data during the entry and comparison process.
   * Performed testing of data entry screens for database limits and review of data entry guidelines as requested.

**Computer Technician, office admin and Teacher** **May 2013 – Sept. 2016**

**Wisdom Matric. Hr. Sec. School, TN, India**

* Installed and maintained computer operating systems, hardware and software packages.
* Verified fresh hardware and software for compatibility with company systems.
* Diagnosis of desktop, application, networking and infrastructure issues. Troubleshooting

PC’s, laptops

* Installation and support of telecommunication equipment. Maintaining a log of all problems detected and system backups.
* Maintained and updated Windows operating system monitors platforms and network infrastructure.
* Responded to and resolved computer system problems as required.
* Conducting the classes to students used on Smart class systems.

**Computer Technician & Data Entry Operator** **Nov. 2011 – Apr. 2013**

1. **Computers and Printing, TN, India**
   * Edited, processed data entry and distribution of raw source documents.
   * Collected, assorted and verified accuracy of data provided.
   * Ensured entered data accuracy by comparing with basis documents and identified errors.
   * Assisted with purchasing and oversight of office equipment and supplies.
   * Identified problematic data during the entry and comparison process.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
|  | **Bachelor’s Degree – Computer Science** | **2008** |
|  | Bharathidasan University, TN, India |  |
|  | **Master’s Degree – Information Technology** | **2010** |
|  | University of Madras, TN, India |  |

**KEY SKILLS**

* Proficient in Microsoft Office products (Word Excel Access and Outlook), 10-key and alphanumeric typing (30WPM)
* In-depth knowledge of entering data fields into computers in Windows
* Remarkable skill in coding information into proper form for entry
* Excellent data entry skills
* Strong clerical and administrative skills
* Ability to process high volume of data on-line accurately
* Proficient with Word, Excel and Internet Usage
* Wide knowledge of entering data fields into computers in Windows
* Ability to Review error messages and makes corrections during data entry
* Responsible for maintaining backups and for project work such as new builds. Working closely with software suppliers to resolve operational issues. Responsible for supporting: Windows XP/Vista/Windows 7/ Office 2003 and 2007, Windows Server 2008, Backup products, Anti-Virus products, DNS/DHCP, TCP/IP, Ethernet, wireless router and Firewall Configurations.

**CERTIFICATION COURSES**

* Computer Hardware and Networking
* Microsoft Certified System Administrator (MCSA)

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| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |  |
|  |  | | |  |
|  | Date of Birth | | | : July 18, 1988 |
|  | Gender | | | : Male |
|  | Marital Status | | | : Married |
|  | Nationality | | | : Indian |
|  | Languages known | | | : English and Tamil |
| **DETAILS OF PASSPORT & VISA** | | | | | |
|  | |  |  | | |
|  | | Place of Issue | : Tiruchirappalli | | |
|  | | Date of Issue | : 18/02/2011 | | |
|  | | Date of Expiry | : 17/02/2021 | | |
|  | | Type of Visa | : Visit Visa (Long Term) | | |
|  | |  |  | | |
| **DECLARATION** | | |  | | |
|  | | I hereby declare that the information provided above is correct to the best of my | | | |
| knowledge. | | |  | | |
|  | |  | Yours faithfully, | | |
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