** Asiq**

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**

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