**LINJU**

E

-

mail:

[Linju.383297@2freemail.com](mailto:Linju.383297@2freemail.com)



# CAREER OBJECTIVE

To seek a challenging and responsible assignment in a reputed organization where, I can apply my current skills, learn new techniques and grow with the organization.

# WORK EXPERIENCE

* 1 year worked as Office Staff cum Sales Executive in ***Webzone IT SolutionsKanjirappally***, Kottayam, Kerala (May 2017 to June 2018)
* 1 year worked as a Computer Teacher in ***Twinkle Stars School, Hyderabad***. [2015]
* 1year experience as an Office Staff in ***DreamzoneErattupetta***, Kottayam, Kerala

[2013-2014]

* Worked as a Sales Executive in ***Matrixx Info Systems Kanjirapally***, Kottayam, Kerala from Aug 2010 to December 2012

# EDUCATIONAL QUALIFICATIONS

* Graduation in Bachelor of Arts from M.G University in the year 2006. **CERTIFICATIONS**
* MCSA (Microsoft Certified Solutions Associate)
* MCP (Microsoft certified Professional)
* Diploma in Hardware & Networking
* MS Office

# RESPONSIBILITIES

* Computer assembling and maintains.
* Installation of different operating systems like windows XP, windows 7, windows 8, windows server 2003/2008/2012.
* Hard disc partitioning and giving permissions.
* Installing software’s and applications to user’s standards.
* Installing and updating antivirus and other applications.
* Giving IP address and troubleshooting network problems.

# PERSONAL DETAILS

|  |  |
| --- | --- |
| Name : | Linju |
|  |  |
| Date of Birth : | 15-11-1984 |
| Gender : | Male |
| Nationality : | Indian |
| Marital Status : | Single |
|  |  |
| Languages Known : | English, Hindi & Malayalam |

Visa Status : **VISIT VISA**

# DECLARATION

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