**CURRICULUM VITAE**

**ZUBAIR**
E-mail : zubair.201895@2freemail.com
Dubai - UAE
Join Immediately (Visit Visa)

**Objective:** To work for a well reputed firm as a responsible person and to serve the organization with my technical ability, innovative thinking and hard work in order to bring success for self and to the organization.

**SKILLS:**

**Certified Course :** A+, CCNA
**Operating System :** Windows Platform, Ubuntu

**Packages Known :** MS Office (Full package), Adobe Photoshop
**Hardware :** Software installation, Maintaining Computer Hardware and

Peripheral devices, CCTV maintenance

**Work Experience:**

**Store Keeper -** Uni Tex AUG 2017 – AUG 2018

Responsibilities

* Quality checking in cloth stitching unit
* Daily Labor salary maintenance per cloth rate
* Daily Accounts and Stock maintenance
* Supervise employees and give idea to finish work within given time

**Store Keeper cum Driver -** Saudi (Jeddah) FEB 2015 – JUNE 2017

Responsibilities

* Delivery food items to many Shops daily and keep records in Excel
* Be able to drive car and Mini van
* Driving with no accident
* Strong interpersonal Communication

**Computer Administrator** - Sitthi Residency APR 2013 – JUNE 2014

Responsibilities

* Telephone & Front Desk Reception, Customer Service, Filing, Database & Records
* Performed basic computer maintenance and troubleshooting
* Responded to inquiries and telephone calls
* CCTV maintenance

**Hardware and Network enginee**r - Bismi Infotech MAY 2009 - JULY 2010

Responsibilities

* OS installation, Software installation, Printer installation, CCTV Installation
* Windows Server 2008 & 2012 installation
* Solving customer complaints
* Purchasing office materials
* Network Hub & Switch Configuration

**Educational Qualification:**

**Area of Interest:**

 Computer operator, Business development, Internet Browsing.

**Personal Profile:**

Gender : Male

Date of Birth : 07th OCT 1990

Marital Status : Married

Nationality : Indian

Passport Details : Date of issue : 30/04/2013 Exp: 29/04/2023
 Passport Issued : Trichy, INDIA.

Driving Licensee :

Indian - light Exp: 01/06/2029

Saudi - light Exp: 13/05/2017

Languages Known :

English - Well Spoken & Written

Tamil - Well Spoken & Written

**Declaration**:
 I hereby declare that the above written particulars are true to the best of my knowledge and belief.