

**Gulfjobseeker CV No: 1335768**

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**Objective**

An experienced and enthusiastic **Systems** aspiring to establish a career in a growth oriented organization to utilize acquired skills and knowledge in achieving organizational goals, while attaining personal and professional growth.

**Educational Qualification**

* Degree B.Com ( Computer) from CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, in Kalyanpur, Kanpur, At the time of 2009 to 2011 with 61%
* Intermediate from Board of Intermediate Education , in Armur, Nizamabad at the time of 2004 to 2006 with 53%
* S.S.C from Board of Secondary Education in ZPHS(Boys) Armoor, Nizamabad At the time of 2004 with 52 %

**Professional Qualification**

* Well versed with Microsoft Word, Excel ,Tally & Email and Internet applications.
* Well trained in assembling, troubleshooting PC, Laptop & cabling.

**Core Competencies**

* Ability to adapt well and perform in new competitive environment utilizing strong problem solving attitude. An innovative & technically adept team player possessing strong analytical mind-set combining creative aptitude & leadership qualities along with excellent communication, coordination & time management skills.

**Experience Summary**

* 5 Years of cumulative experience in IT Industry as a Sales officer and computer Hardware Networking technician. Skilled in H/w and S/w installations, analysis, troubleshooting, testing, documentation, internal control procedures, system and program security, systems analysis, applications and program management, technical support. Leadership skills include ability to lead and motivate co-workers from all backgrounds, creative problem-solving and solution-oriented work style, decisive and confident decision-making and in-depth proficiency with new technology trends.

**Technical Skills**

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| **Operating Systems** |  **Windows XP, Windows 7&Windows8** |
| **Networking** | **Basic Routers & Switch**  |
| **Tools** | **Microsoft Windows Administrative Tools, PC anywhere, Team viewer.** |

**Work Experience**

* Worked as a computer operator In Sri Sai Bikku Institution, In Nizamabad, India at the time of 01/07/2007 to 30/01/2009
* Worked as a Accountant on Tally in 01/07/2011 to 01/07/2012, Computer Hardware, Networking technician and Sales Officer in Shyam Computers, Nizamabad, India01/07/2012 to 20/01/2015
* Online sales Using social sites .

**Job Responsibilities: -**

* System maintaining Operating systems Installations(win 98,2000,XP&7).
* Responsible for supporting software network, including LAN technologies, Internet, and Ethernet systems.
* Installed network appliances such a printer or router.
* Installation, Configuration of Routers & Printers.
* PC assembling, Installing and maintaining hardware devices.
* Troubleshooting hardware, software and network issues.
* Providing in-house/on-call technical support to all the clients.
* Assembling customized desktops for gamers/graphic designers.
* Setting wired and wireless network at clients location.
* Installing and structured cabling for corporate clients.
* Desktop and Workstation Hardware Maintenance and Troubleshooting
* Laptop Peripheral Troubleshooting, Servicing and Maintenance.
* Software Installation, Maintenance and Troubleshooting.
* Ms Office troubleshooting and email client configuration.
* Installation, configuration, troubleshooting, support, and maintenance of PC and peripherals including desktop computers, printers, scanners, modems, and networked printers.
* Provided support to clients for the Proprietary Software of the Company and coordinating all upgrades and support work on existing Software and Hardware.
* Responsible for installing, troubleshooting and maintaining computer hardware And software.
* Responsible for network printing and print management. Schedule backup of the appliances and restoration when required. Also performing driver updates for the appliances and printers
* Maintaining s/w licenses for department / organization.
* Online sales using social network sites like facebook, twitter, orkut.
* I can also handle accounts in Excel, and Tally.9
* Typing English words 45 (Wpm)
* Typing Telugu Words 35 (Wpm)
* Typing Hindi words 30 (Wpm)

**Personal Particulars:-**

Marital Status : Single

Date of Birth : 13/06/1989

Nationality : Indian

Languages Known : English, Hindi & Telugu.

Visa Status : Visit visa till 20/02/2015

Reference : Available on the Request

I hereby declare that, all the above information is true in best of my knowledge.