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**Curriculam vitae**

**KHAJA**

**Email**: khaja.385482@2freemail.com

**Objective:**

Seeking challenging role as a Computer Operator where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence and ease.

**Work experience :8years experiance in India**

Worked as a **System Administration in ADARSHA JUNIOR COLLEGE-MEDAK, INDIA** for 5 years

Worked as a**System Operator like online works and offline works** in internet solutions, hyderabad for 3 years

**RESPONSIBILITES:**

* Assisted in the efficient daily operations of the computer systems division.
* Planned and carried out daily tasks as directed by management.
* Followed the correct escalation process and procedures in adherence to the department and company policies.
* Assisted in verifying computer reports before releasing it to the operations supervisor.
* Maintained records of all maintenance conducted.

**skills :**

* Skilled in the installation of various software and other operating programs.
* Skilled in the use of Ms Office Tools: Word, EXCEL
* Skilled in internet application
* Good working relationship
* Ability to work under pressure with consistent excellent results
* Basic knowledgein hardwar like system assembling and troubleshooting

**Personnal Profile :**

NATIONALITY : INDIAN

RELIGION : ISLAM

MARRITUAL STATUS : UNMARRIED

EDUCATION : GRADUATION

LANGUAGES KNOWN : ENGLISH , URDU, HINDI, TELUGU,

VISA STATUS : VISIT VISA

PLACE OF BIRTH : MEDAK DISTRICT, TELANGANA STATE, INDIA

**DECLARATION:**

I have a positive attitude, which help me to complete tasks within deadline. Anyone can trust me, because I have reliability. I can say a ‘no’ when required. I can do works in a group. So, I think I have potentiality to fit in your company.