**Rafiyudeen**

Intend to build a career with leading corporate of Hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.



**Personal Info**

**E-mail**

[**Rafiyudeen-390104@2freemail.com**](mailto:Rafiyudeen-390104@2freemail.com)

**Date of birth**

14May 1997

**Marital status**

Single

**Visa Status**

Visit Visa

(till May 01 2019)

**Work Experience**

***Hi-Tech Technologies (Mar 2018–Jan 2019)***

Designation – Admin Assistant Cum Desktop Support Engineer

***Responsibilities -***

* Checking mails and phone calls and messages
* Troubleshoot hardware and software issues
* Troubleshoot printers, scanners and other peripheral devices
* Loading & Unloading Incharge
* Managing and supervising Store Products (in & out)
* Co-ordinate co-workers an team players
* Responsibilities for customer products and belongings
* Detailing daily reports and sales (in & out)
* Outdoor sales for the new products arrival in market
* Making daily advertisement for company marketing
* CCTV setup and installation
* Handle daily technical support activities, data network and server management
* Setup desktop computers, assembling computer peripherals and test network connections

***Achievements -***

* Participated in BDO Fest short film contest held at Bharathidasan University in 2017.
* Participated in Inter-College Drama event held in 2016.
* Runner up in Throw ball Zonal level held in 2014
* Senior level volunteer in National Social Service(N.S.S)

**Citizenship**

Indian

**Language Known**

Tamil & English

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**Skills**

* Planning and Organizing
* Social Media Marketing
* Hardware and Troubleshooting
* Adobe Photoshop
* Microsoft Office
  + Excel
  + PowerPoint
  + Word
* Team Player
* Problem Solving
* Good Communication

***SoftwareExposure -***

* Working Knowlwedge in

Adobe PhotoShop

Adobe Light Room

Point-of-Sale Application

* Working Knowledge in Social media marketing(Making Creative content and Advertising)
* Good exposure in MS Excel, Word and Power point packages.
* Freelancing Photographer.

**Educational Qualification**

**(Jun 2015- Apr 2017)**

**B.A English** 59%

Government Arts College,

Kumbakonam ,Tamilnadu, India.

**(Mar 2014)**

**­Higher Secondary Exam (+2)**  57%

Al AmeenMatriculation School,

Kumbakonam ,Tamilnadu, India.

**(Mar2012)**

**Intermediary Public School (X)** 71%

Native Higher Secondary School,

Kumbakonam ,Tamilnadu, India.