**CURRICULUM VITAE**



**NATHER**

Sharjah ‐ UAE.

E‐mail: nather-393188@2freemail.com

**Position : TECHNICAL ASSISTANT / ADMIN**

**PROFILE SUMMARY :**

Gulf experienced and qualified Technical and Administrative Assistant with 4 years of proven work experience in Micro Soft Office especially requirements day to day transactions in usability methods in different types of modules as per the requirement of authorities.

**PERSONAL EXPERIENCE:**

**Position** **: Administrator**

**Experience : August 2015 to Febaruary 2019**

**Job Description:**

* **Maintain high levels of customer care, often with a particular focus on avoiding loss of existing users**
* **Using CRM Application and completely monitoring cost oriented transactions such as Daily Petty Cash Entries, Daily Report and Ledger of Expenses.**
* **To Manage Maintenance, Repairs and record maintaining.**
* **To Maintain complaints and incidents, e.g. accidents, emergencies or theft**
* **To Maintain Petty Cash and feeding into system in accordance with respective expenses**
* **To Prepare Purchase Order (PO) and Material Return Request (MRR) equipment and supplies**
* **To Prepare and Disbursal of WPS Salary on monthly basis.**
* **Write monthly or weekly reports and prepare cash projections for centre owners or more senior management.**

**ACADEMIC PROFILE:**

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|  | **Course** |  |  |  | **Institution** |  |  | **Year of** |  |  | **Percentage** |  |  |
|  | **Description** |  |  |  |  |  | **Completion** |  |  |  |  |
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|  | **Diploma in** | **ADJ Dharmambal Polytechnic College** |  |  |  |
|  | **Information** | **Tamil Nadu, India.** | **2008** | **60%** |  |
|  | **Technology** | **(AICTE Approved Institute)** |  |  |  |
|  |  |  |  |  |  |
|  | **Secondary** | **Al Ameen Matriculation Hr. sec. School, Tamil** |  |  |  |
|  | **School** | **Nadu, India.** |  |  |  |
|  | **Leaving** | **(Department of School Education, Tamil Nadu)** | **2004** | **52%** |  |
|  | **Certificate** |  |  |  |  |
|  | **(SSLC)** |  |  |  |  |
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**TECHNICAL QUALIFICAITONS:‐**

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| **Course** | **: Computer Hardware and Networking** |
| Organization | : G‐TECH Computer Education, Puducherry. |
| Duration | : July 2013 to June 2014 |
| **Course** | **: Networking with CISCO Routers** |
| Organization | : Sansbound the Networking School (STNS), Chennai |
| Duration | : January 2013 to June 2013 |
| **WORK EXPEREINCE IN INDIA:‐** |
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| **Post** | **: Online Advert posting** |
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| Duration | : January 2012 to December 2013 |
| **Post** | **: Data Conversion Programmer** |
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Duration: November 2008 to November 2011

**Roles and Responsibilities:**

* Thoroughly understanding the requirements and constraints on the application which is being asked to be developed by the client.
* Doing the programming for developing main body of the data conversion application.
* Ensuring that there is no data loss at all in between the conversion.

**Extra Activities:**

* Assembling Desktop PCs.
* Computer Hardware installation, Maintenance and Troubleshooting systems and Windows boot problems.
* Configuring peripheral devices including installing drivers for Modem, Routers, Printers, etc…
* Installing software and application to user standard.
* Installation and Configuration of network printer.
* Answer phones and create notifications in the system.
* Perform general data entry using Microsoft Excel and Word.

**Driving License Details**:

* **UAE Motorcycle License since 2017**
* **UAE Motor Vehicle License since 2019**
* **India ‐ Motor Vehicle License**

**2 |** P a g e

**Certificate Course:**

* **Computer Hardware and Networking.**
* **Diploma in Desktop Publishing and Design**
* **Networking with CISCO Routers.**

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**Personal Details:**

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| **Date of Birth** | **28‐Dec‐1988** |
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| **Gender** | **Male** |
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| **Marital Status** | **Married** |
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| **Nationality** | **Indian** |
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| **Current Location** | **Sharjah** |
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**3 |** P a g e