**SUJITH**

**IT Professional**



**Interested in a long-term relationship with a reputed firm to share my** **valuable experience in windows, mac client & server administration, Networking and Hardware Maintenance, Website Development this remains my passion. I am optimistic about putting in exceptional performance in any kind of challenging environment as my endeavour in the profession is to excel in the responsibilities entrusted by my organization.**



**GET IN TOUCH**



**Sharjah, United Arab Emirates**

**EXPERIENCE (UAE & INDIA)**



**INDIA**

**IT Support Specialist**

**Dec 2018 – June 2019**



* Installing & configuring, troubleshooting computer hardware, software systems , printers & scanners.
* Consulting staff from different parts of a client's organization, analyzing an organization’s data , determining IT Requirements and defining project objectives.
* Responding in a timely manner to service issues and requests.
* Compiling and presenting information, writing reports & support systems & training provide to users , responding to feedback.
* IT Support Provides 24x7x365 first line support via all communication channels and offers remote access to Clients & Employees.



**DUBAI, UAE IT Officer**

**May 2017 – Nov 2018**



* Creating Websites & Maintaining and expanding/enhancing the website once built.
* Installing , Configuring, Troubleshooting IT Hardware, operating systems and software applications,Z3 Mini PC’s , iPad , Clevertouch Screen,Printers(Shared & Network),Scanners,fax etc & office 365 Email Configuration and Maintaining for entire organization.
* Responsible for diagnosing & resolving hardware, software & end user’s problems.
* Maintaining Daily Service Logs reports, quotations & Managing

Stocks for Equipment’s, Consumables and other supplies.

* Deploying new hardware, server backups & evaluating new software & security risks.
* IT Service Desk Provides 24x7x365 first line support via all communication channels and offers remote access (Team viewer, Any Desk, Phone) when required.
* Coordinating with 3rd party support in Major Issues. & Arranging meeting room & school events Equipment’s administration.



**Sujith-393462@2freemail.com**

**CORE COMPETENCIES**

**Installing**, **configuring** and **administration** of **Windows Client & Server** OS-Windows Xp,Win-7,8,10,mac,z3 including

modem, scanner & printers,fax.

**Troubleshooting** and **resolving** hardware, network and

peripheral device issues.

Support, User ID management AD & Service desk,troubleshooting

**DNS**, **DHCP** etc

**Synology Drives Backup** and **Recovery** of data**.**

Basic administration of **Sql** contains installing creation, backup & restore database.

 **PROFESSIONAL SKILLS**

**CONFIGURING & TROUBLESHOOTING IT SYSTEMS**



**DESIGNING & DEVELOPMENT**



**DATABASE ADMINISTRATION**



**HARDWARE & NETWORKING**



**WEBSITE DEVELOPMENT**



**SEARCH ENGINE OPTIMIZATION**





**SHARJAH, UAE**

**IT Support – Clerk**

**May 2014 – Nov 2016**



* Responds to questions and problem calls relating to Systems and Underwriting. Identifies problems.
* Execution of the underwriting strategy for the Class of Business-Sending quotations to Brokers& Customers, Generating Monthly reports of Production & Printing loss ratio.
* Bulk SMS Monthly Renewal notification sent to customers and companies,
* Provides day-to-day support technical support give Aims Application to branches & Internal users on software/hardware complaints.



**MONNAIE ARCHITEC & INTERIOR DESIGN PVT LTD, INDIA**

**System Administrator**

**Aug 2013 – Mar 2014**



* Working with employees to identify computer problems and advising on the solution.
* Troubleshooting and solving various types of hardware, software, client machines, networking & peripheral devices, SEO
* Creating Websites & Maintaining and expanding/enhancing the website once built.
* Installing, configuring and administration of Windows Servers & Desktop OS-Win-7 including modem, scanner & printers.

**EDUCATION & CERTIFICATION**

**NEHRU ENGINEERING COLLEGE (ANNA UNIVERSITY CHENNAI) Master of Computer Application (MCA), Full time , CGPA:7.87 2013**



**TELECOMMUNICATION CONSULTANTS INDIA LTD Postgraduate Diploma in Computer Application , 75% 2010**

**SENSORIUM (BHARTHIAR UNIVERSITY),THRISSUR Bachelor of Computer Application (BCA)**

**2010**

**MICROSOFT MC ID - 11183524**

**Microsoft Certified Solutions Expert (MCSE)**

**Microsoft Certified Professional (MCP)**

**Microsoft Certified IT Professional (MCITP)**



**PERSONAL INFO**

* **Nationality** : Indian

✓ **DOB** : 24 Nov 1988

✓ **Hobbies** : Singer , Cricket

* **Marital Status** : Married

 **IT SKILLS**

* **Hardware & Networking**
* **Php & My Sql**
* **Microsoft Office**
* **Office365, Wordpress**
* **Search Engine Optimization**
* **Windows , Mac OS**
* **MCSE**

**ACADEMIC PROJECT**

* **Shortest Path Routing for Multi-Hop Networks. Tool: C#.net–Sql**
* **Website Development**

**Tool: Php**

**ACHIEVEMENTS**

* **Spearheaded the websites of College & Pvt firms**
* **Structured the IT Systems, Apps at Pvt Org & Colleges**

**PERSONAL SKILLS**

* **problem solving abilities.**
* **Excellent verbal & written communication skills.**
* **Willingness to learn co-operative with others.**
* **Hardworking, punctual, loyal & flexible.**