**Tharik**

**E-Mail:** **tharik-395605@2freemail.com**

**Introduction:**

* A senior system Administrator with great leadership skills to lead a team and effectively manage a work group to achieve organization’s mission.
* Currently seeking a challenging position in your esteemed organization, where I can effectively contribute my professional and pesonal skills and abilities to enhance organizational growth and profitability by creating a challenging environment and contributing towards the success.

**Educational Qualification:**

* **Bachelors of Technology** in **Information Technology** (B.Tech IT) in Aalim Muhammad SaleghEngineering College (Affiliated to Anna University), Avadi IAF, Chennai, India (Passing year of 2011) with aggregate marks of 64%.
* **Diploma** in Technology in **Information Technology** (Dip.IT) in Aalim Muhammed SaleghPolytechnic college (Affiliated to DOTE) Avadi IAF, Chennai, India (Passing year of 2008) with aggregate marks of 76%.
* **Higher Secondary** at Imam Shafi (Rah) Matriculation Higher Secondary School,Adirampattinam, Tamil Nadu, India (Passing year of 2006) with aggregate marks of 54%.

**Working Experience:**

**Location**

**:** Chennai, India.

**Designation : Senior System Administrator** ( Apr 2015–Mar 2019 )

**Roles and Responsibilities**:

* Produce sales reports using the software ‘Wondersoft’ and present the reports to the admininstrative department.
* Create and send bills to the customers through the using the above mentioned software

‘Wondersoft’.

* Prepare end-of-the-month closing stock reports and start-of-the-month opening stock reports for better tracking of inventory.
* Lead a team of five system administrators under my supervision to ensure work productivity and optimal output.
* Create and maintain a catalogue of suppliers and customers using Wondersoft software.

**Designation : Inventory control and Operation Assistant** ( Jan 2012–Mar 2015)

**Roles and Responsibilities**:

* Systematically maintain a ledger of total inventory in stock and device a plan for replenishment
* Owned Handle product purchase invoices and enter them into the application repository.
* Facilitate meetings between sales representatives and brand partners for introduction of any new medicines and help advertise new product to the customers.
* Purchase order and product receipt validations to ensure accurate order delivery.

**Other Computer Skills:**

* Basics of Java
* Basics of .Net
* Basics of Software testing
* Well versed with Microsoft Office Tools (MS Word, Excel and PowerPoint)
* Webpage development (Design and Maintain web pages)

**Strength and Improvement areas**:

* Very Dynamic and result-oriented personality.
* Willing to meet different kinds of people and grasp the best from them.
* Quick learner.
* Person with effective problem solving abilities.
* Good communication skills.
* Flexible and adaptive to fast pace environment.

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| **Personal Details:** |  |  |
| Date of birth | : | 16th November 1988 |
| Gender | : | Male |
| Nationality | : | Indian |
| Religion | : | Islam |
| Languages known | : | English, Tamil |
| Current Visa Status | : | UAE Visitor’s Visa |

I do hereby confirm that the information furnished above are true to my knowledge and belief.

**(Tharik)**