 Adil

Contact

Mail Id:

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Personal Information

Date of Birth:

21st March 1997

Marital Status: Unmarried

Visit Visa Validity:

22nd March 2020

Language:

English, Hindi, Urdu.

Skills

* Operating systems
* Technical analysis
* Hardware development
* Project management
* Hardware and software installation
* Data collection and analysis
* System development and administration
* Data entry

Professional Summary

*Knowledgeable Computer Operator effective at setting controls and running specific daily tasks. Collaborative team player capable of fixing minor issues and helping resolve more advanced problems. Looking for long-term position at Company. Experienced in troubleshooting and technical support. Able to install updates, check permissions and verify details. Detail-orientated and systematic with organised approach and positive attitude.*

Work History

Computer Operator 05/2017 to 10/2019

India

* Monitored servers and solve emergency issues.
* Work with various machines such as desktops, printers and projectors.
* Installed new hardware and software updates.
* Work with admin to make all types of record.
* Organise events and maintain all the required formats...
* Format the data, keeping records online and offline both.

Education

B.Com: Accounts, Business Studies, 2016

M.G.P.G. College Fatehpur (CSJM University- Kanpur) –

Computer Proficiency

Diploma of Course on Computer Concept (CCC), MS Office, MS Word, MS-Excel, Internet & Email.

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>