NAZEEFUDDIN FAKHRI S.M.

New No: 28(Old No: 36), Arundale Street, Mylapore, Chennai-600 004

Mobile No: 0554259708   /-Email: vlenazeefuddin@gmail.com

CAREER OBJECTIVE

➢ Looking for a career oriented job which suits my experience and knowledge to uplift my skills for the development of the company.

EDUCATIONAL QUALIFICATIONS

➢ **Master of Philosophy(M.Phil)** in **Computer Science** from Periyar University, Salem, India (2017)

➢ **Master of Science** in **Computer Science (M.Sc)** from Mohamed Sathak College of Arts and Science-University of Madras, Chennai, India (First Class) (1998-2000).

➢ **Bachelor of Science** in Computer Science (B.Sc)from The New College- University of Madras, Chennai, India(First Class) (1994-1997).

➢ **Higher Secondary School (HSC)** from AMM Matriculation Hr. Sec School, Chennai, India (1992-1994).

➢ **SSLC** from NKT Boys High School, Chennai, India(1992)

CAREER PROFILE

➢ Working as **Building manager**- Owner representative for B5- Sadhr Gardens Apartment, Chennai from July2021 to till date (as Part Time).

➢ currently working as a System Administrator cum office administrator from **Perisoft Global Services Pvt Ltd, Chennai** from 01.06.2022 to till date.

➢ Worked as System Administrator from **Perisoft Technologies Pvt Ltd, Chennai** from 01.10.2018 to 30.04.2021.

➢ Worked as an offshore recruiter consultant (Non-Technical recruiter) in M/s. Horizon Soft Solutions, USA (Country Independent Incharge, Chennai-India) from 01.07.2007 to 31.03.2009.

DUTIES :
- Preparing daily workloads for staff & coordinating the daily allocation of work.
- Handling new client enquiries and acting as the face of the business.
- Dealing with and resolving problems and issues which arise.
- Mentoring and training up junior and new staff.
- Monitoring & reporting on standards & performance targets.

- Arranging & chairing weekly team meetings, focussing on targets & achievements.
- Implementing new initiatives.
- Involved in the recruitment of new staff.
- Praise team members and creates a positive working environment
- Ensuring all administrative and IT records are entered and updated correctly. ☐ Providing prompt and accurate information on individual performance.

KEY SKILLS AND COMPETENCIES
- Proven ability to manage through others.
- Strong decision making and problem solving skills.
- Able to motivate and lead others in a team environment.
- Excellent communication skills, both written and verbal.
- An ability to build rapport and trust quickly with work colleagues.
- Able to prioritize tasks and workloads in order of importance.
- Track record of delivering results with deadlines

✓ **Senior Customer Support Engineer** in M/s. Concord Solutions,(computer assembling, servicing, networking, software installations, software development, education, testing, Annual Maintenance Contract, marketing Data conversion from image files to text files and other related fields) Nov-2004 – Sep 2018.

Additional Tasks

✓ **Appointed as EA Supervisor in Aadhar Center under CSC Schemes- VLE** (M/s. Concord Solutions) Aadhar New Enrolling, Update, Smart card printing, PPF, Income Tax Filing , All Government Insurance Schemes and other schemes (August 2016 to September 2018).

✓ **Customer Support Executive** in M/s. Decatrend Technologies Pvt. Ltd. (Aug 2003 - Nov 04) Data conversion and Voice calls.

RESPONSIBILITIES

✓ Providing online support for software products; support includes answering queries to customers via email/chat relating to installation / troubleshooting of software after sales for Antivirus products and Firewalls and Pop Blockers.

✓ **Worked as Hardware Engineer** in M/s. Siscon Computers, Chennai. (May 2000 to July-03)

RESPONSIBILITIES

➢ Provided support for Client - Government of India, Income Tax Department, Tamilnadu - System Maintenance-RAM Upgrade, installation of Operating Systems and Networking and Printer installation.
➢ Trade wings institute of Travel management Updated the existing system and carried out troubleshooting with respect to networks using windows'98 operating system within the organization.
➢ Webber Associates: Assembled and upgraded the system for the internal purpose of the company using windows '98 operating system. The features used Internet Sharing wizard option of the Internet tools.

- K P V Shaik Rowather co Pvt Ltd. For this company Installed windows 2000 Professional and connected with windows 98 Second edition for the systems within the organization .The job carried out was, networking the systems, internet sharing wizard.
- Geepee Shipping Agencies Pvt Ltd.
- The Grand Design The AMC is been carried out for the above-mentioned companies.

✓ Worked as a Faculty in M/s. CSC, Chennai, from 1997-1998.

ADDITIONAL QUALIFICATIONS

- Passed EA Supervisor Examinations conducted by NSEIT Limited - UIDAI through CSC E-Governance Services India Ltd, India(2016)
- Passed RAP Examinations conducted by IRDA through CSC E-Governance Services India Ltd, India(2017)
- Passed Bank Business correspondents/ Facilitators Examinations conducted by Indian Bank's Association through CSC E-Governance Services India Ltd, India(2017)
- Passed Insurance Agent Examinations conducted by IRDA through Life Insurance Corporation of India, India (2018).
- Certified VLE Telecentre Entrepreneur Course(TEC) offered by CSC Academy conducted by CSC E-Governance Services India Ltd, India(2018)

PERSONAL DETAILS

Name	:	**S.M.Nazeefuddin Fakhri**
Date of Birth	:	**15.06.1977**
Father's Name	:	**(late)S.M.Nizamuddin Fakhri., M.A.**
Marital Status	:	**Married having three children**
Nationality	:	**Indian**
Religion	:	**Islam**
Languages	:	**English, Tamil, Urdu and Hindi**
Permanent Address :		**New no. 28(Old no.36), Arundale Street,**
		Mylapore, Chennai-600 004, INDIA
Mobile No	:	UAE: +971554259708 / India: **09884217861**
Email id	:	**vlenazeefuddin@gmail.com**

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Thanking you,

Yours faithfully,

Place: Chennai Date:

(NAZEEFUDDIN FAKHRI S.M.)