

MUBEEN.P

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Visit Visa validity: 31 May 2021



CAREER OBJECTIVE

To be honest and effective, give best of my strength to the organization and direct my learning towards organization objective and contribute my skills towards organization growth. To pursue an intellectual and challenging career, which synergies conceptual skills with the practical insights, required enhancing my talent with hard work and determination to grow as a highly qualified technical person in the field of Information Technology.

SKILLS

- Install new servers and configure hardware
- Recover and repair from hardware and software failures.
- Coordinate and communicate with impact constituencies.
- Able to operate a range of remote call monitoring, alarms and communication facilities contained Within the control room
- Adherence to the policies for the use of the computer system and network maintain system standards.
- System administrator for the various projects and operational needs.

WORK EXPERIENCE

Position : **IT Support**

Duration : January 2018 to October - 2020

Company Name : **Al farsi Group – Kuwait**

Key Responsibilities:

- Worked closely with IT team members and supervisors to improve troubleshooting skills and situation analysis.
- Identify user issues, diagnosing problems and delivering workable solutions via phone, email or desk
- Delivered full IT support across Windows 7, 8 and 10 and windows server environments.
- Ensured that all backups were carried out and that all data was safe and secure
- Used remote access to perform troubleshooting when needed.
- Assisted IT team with anti-virus program installations and virus removals.
- Used good problem-solving skills for troubleshooting problems.
- Installed and maintained company's computer systems and network.
- Performed upgrades and installed updates.
- Completed troubleshooting and repair when computers had problems.
- Assisted office staff with computer application questions
- Recommended computer products and applications to improve productivity.

Outline:

- Reporting directly to the IT Manager, I provided accurate and timely support in all windows environment, facilitating effective solutions that ensured systems worked at optimal levels.
- Provided 1st and 2nd line support for the busy office including the maintenance of desktops, laptops and peripherals

ACADEMIC QUALIFICATIONS

- * CCTV Installation and maintenance certification- Feb 2017- Shree Shankaracharya,Kerala,India
- * Hardware And Networking Certification- Feb-2017- ShreeShankaracharya,Kerala,India
- * Bachelor Degree in Computer Science-2016- Calicut University ,Kerala ,India
- * Higher Secondary Education–2011-2012- HSE Kerala, India
- * SSLC- 2010- Kerala Board of Examination, India

ACADEMIC PROJECT

Title : University Allotment List

Declaration : Allotment list for students that searching for degree courses

TECHNICAL KNOWLEDGE

- Installing & Configuring the Windows 7, 8, 8.1,10
- Microsoft Windows Server 2012
- Configuring & Troubleshooting Windows Server 2012 Active Directory Domain Services and Network configuration
- Configuring, Managing & Troubleshooting Microsoft
- Hardware Installing & Troubleshooting

PERSONALITY TRAITS

- Driven towards a highly professional environment.
- Honesty and integrity
- Hardworking and dedicated.
- Positive attitude towards job and colleagues.
- Ability to work under pressure and manage work independently.
- Good Communication skills.

PERSONAL INFORMATION

Nationality : Indian

Marital Status : Married

Date of Birth : 16/04/1993

Languages Known : English, Hindi and Malayalam.

Hobbies : Reading Books, Travelling and surfing internet

DECLARATION

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

Yours Sincerely,

Mubeen