

BINEESHA U

✉ binisha.binisha92@gmail.com
+971 564733242
📍 Husband Visa



CAREER OBJECTIVE

Looking for a challenging position in a dynamic environment and desires to progress further in the same field and like to grow with the organization that acknowledge accomplishments and prove to be an asset for its effective functioning and be team player for achievement of organizational goals and its success.

EXPERIENCE

Admin cum Business Development Executive

Brilliantz Educational Group

📅 September 2020 – On wards

📍 Dubai-UAE

- Assist the organisations sales and growth efforts by contributing to new customer acquisition.
 - Build contacts with potential clients to create new business opportunities.
 - Support in the process of finding work and developing proposals.
 - Work with the Business Development Manager, the Business Development Team and consultants.
 - Arrange meetings for senior management with prospective clients.
 - Follow company guidelines and procedures for acquisition of customers, submission of tenders etc.
 - Keep prospective client database updated.
 - Providing office support including customer and employee support.
 - Keeping well-organised files and records of business activity.
 - Researching company data and archived reports.
 - Answering phones and connecting calls to the proper department.
 - Learning about the company's mission and available products/services.
-

Admin cum Receptionist

REDTEAM HACKER ACADEMY

📅 June 2017 – Dec 2018

📍 Calicut- India

- Answered, responded to and transferred over multiple daily phone calls on a multi-line phone system
 - Assisting customer for direct inquiry.
 - Coordinating and preparing timesheets, leave notices and sick reports of staff.
 - Copy, Scan and Store Documents.
 - Retrieve files as requested by employees and client and Manage the flow of documentation within the organization.
 - Responsible for travel arrangement, hotel bookings, airport pick-up for staff, guests or clients.
 - Maintained fully functional office equipment and well-organized supplies to enhance team productivity.
 - Planning, designing, implementing, administering, troubleshooting and supporting MS Windows 2008/2012/2016 based Network Infrastructure
 - Data Entry
 - Custody Safeguarding of all documents and Files
-

System Administrator / Technical Support & Services

IRFAN NETWORK SOLUTION

📅 Feb 2014 – April 2017

📍 Kerala – India

- Backup scheduling, monitoring and Network documentation.
- Configuration of Wireless Access points and Router.
- Troubleshooting basic Network hardware issues.
- Installing, configuring and managing network printers.
- Wireless Networking, VPN configuration and Router configuration
- LAN Implementation and Troubleshooting.
- Record keeping reporting various servers configuration like ADDS, DHCP, FTP, IIS, VPN, DNS, WDS, NLB, Clustering etc.
- Custody and Safeguarding of all Documents Files.
- Preparing and Sending Invoices.
- Receiving Sending E-mails. Technical Support, Maintenance and troubleshooting of Branded PCs.

EDUCATION

Diploma in Electronics Engineering

Kerala Technical Education Board

📅 2009 – 2012

CERTIFICATION COURSES

- Microsoft Certified Solution Expert (MCSE Messaging 2013)
Microsoft ID: 11040875
- RHCE
- Virtualization (Exsi , Hyper-V)
- CCNA (Cisco Certified Network Associate RS).
- CSA (Certified Security Analyst)
- CCTV

SKILLS

- Installing supporting application services and Middleware Support.
- Networking : Wire Shark, TCP/IP, ADDS, DHCP, DNS, WINS, ARP,FTP,SMTP,VPN, Telnet, NAT etc.
- PROXY and VPN Servers.
- MS Office Word, Excel, Power point, Outlook, Photoshop etc.
- Internet Email
- Sound knowledge in OS installation, hardware and networking.

PERSONAL DETAILS

- Date of Birth : 29-01-1992
- Marital Status : Married
- Nationality : Indian
- Passport Number : L6380981

STRENGTHS

- Hard-working
- Persuasive
- Motivator & Leader

LANGUAGES

English	●	●	●	●	●
Tamil	●	●	●	●	●
Malayalam	●	●	●	●	●

DECLARATION

I therefore certify that the above Information is true and correct in behalf of my belief, understanding and knowledge.

Place:
Date:

Bineesha U