



JIJO J.R

PROFESSIONAL SUMMARY

To work enthusiastically with a growing company, that offers challenging and rewarding career which would utilize my knowledge and skills that will contribute to the organizational growth and help me in building a result oriented professional career. Dedicated web developer with experience in website designing. Strong creative and analytical skills.

EXPERIENCE

01

SALES & IT SUPPORT

TECH PROXIMA FZE (AJMAN, UAE)

April 2021 - present

- Digital Marketing
- HTML Web developing
- WORDPRESS – Web content management system
- Create and update customers sales records, Quotation and invoices to ensure a high level of data integrity
- Invoicing and generating quotation, maintaining customer relationship and managing the customers requirement.
- Responsible for designing and developing websites and website applications.

02

NETWORK AND SYSTEM SUPPORT TRAINEE.

LOGIC COMPUTERS (TVM, INDIA)

MARCH 2019 - FEBRUARY 2020

- Providing complete Technical/IT Support including software and hardware configurations and installation along with help desk services.
- Implementing and Troubleshooting Local Area Networks. Also performed hands-on administration, monitoring, and troubleshooting of Local Area network (LAN).
- Installed, configured, monitored and troubleshot PC's and related hardware on all Windows OS platforms.
- Provided computer hardware and software support for individuals, small businesses, and local agencies.
- Installed, configured, and maintained PCs, operating systems, software, printers and other peripherals.

KEY SKILLS

- Google Ads Display
- Search Engine Optimization
- Social Media Marketing
- Email Marketing
- ERP & CRM
- MYSQL & DATABASE
- CSS
- HTML
- WORDPRESS

ADDITIONAL QUALIFICATION

- Cisco Certified Network Associate (Course Completed)
- MCSE - Microsoft Certified System Engineer (Course Completed)
- Diploma in Computer Hardware & Networking

Email : jijo.jr98@gmail.com

Mob : 0527586816

Nationality : Indian

Current Country : UAE

CERTIFICATIONS

- CCNA
- MCSE
- Hardware & Networking

EDUCATION

- 01 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**
PURSUING
- 02 +2 COMPUTER SCIENCE**
SREE VIDYADHIRAJA HIGHER SECONDARY SCHOOL
2014-2016
- 03 10TH (CBSE)**
SREE CHITHRA PUBLIC SCHOOL
2014

TECHNICAL SKILL

- Platform & Packages : Windows, MS Office
- Website : HTML, CSS, Word Press.
- Network : Basic working knowledge on Network Configuration.
- Digital Marketing : Google Ads Display, Search Engine Optimization, Social Media Marketing, Email Marketing.
- Software : Outlook, Adobe Photoshop CS2.
- Hardware : Assembling, Installation & Trouble shooting.

PERSONAL INFO

Gender : Male

Date of Birth: 27-07-1998

Marital Status: Single

Passport No: P4442703

Nationality: Indian

Visa Status: Visit visa

Languages Known: English,
Malayalam & Tamil.

DECLARATION

I, JIJO JR, hereby declare that, the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

JIJO JR
DUBAI

Reference: will be furnished upon request.