

# **CURRICULUM VITAE**

**MOHAMED SAMEERUDEEN.B**

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0565821282, 0582738350

Three Months Visit Visa

Immediately Joining

04 years' Experience



## **CAREER OBJECTIVE**

I am looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation

## **EXPERIENCE**

- 01 Year Working Experience June 2019 up to June 2020 in MUC Middle East Engineering Consultancy in Abu Dhabi – UAE IT Assistant Engineer
- 03 year working Experience in Store Keeper & IT Support Book shop in Malaysia

## **EDUCATIONAL QUALIFICATION**

Bachelor Degree - BSc(Industrial Electronics) - E.G.S Pillay Arts & Science College, 2011 - 2014

Completed Advance Diploma in Computer Hardware Networking

Completed Diploma in PC Professional

## **JOB RESPONSIBILITIES & DUTIES**

- Provide every day administration support including answering calls, transferring Calls, proofreading, data entry, distributing incoming mails,
- process outgoing mails And operating printers, fax and copies
- Maintain accurate and complete documentations for company policies and procedures
- Prepare Data Spreadsheets , chats , grapes , and other documents as required
- Great customers and address their requests
- Order and stock office supplies when necessary
- Resolve customer problems promptly and accurately
- Report and repairs and maintainers to maintenance team
- Maintain Standard fill system for easy and quick document assess and retrieval
- Provide technical assistance to office staffs as needed
- Assist in software and hardware upgrades
- Add or update workstation for office staffs
- Perform routine PC Maintenance and updates for performance efficiency

- Initiate process improvements to better answer user demands
- Supervise and process help desk support request
- CCTV software installing and maintained
- Installation system, windows OS , professional Oil and Gas Software
- Assists in maintaining internet service ,firewalls , and telephone systems

## SKILLS

- Knowledge of goods or materials in assigned storeroom Knowledge of Type writing of basic buying and purchasing practices
- Knowledge of inventory principles and practices & Knowledge of supervisory principles and practices.
- Scanning, Printing, Binding, Filing, Typing & Photocopying.
- Excellent knowledge in MS Word, MS Excel, MS Power Point, Adobe Acrobat Outlook Express and internet Application.
- Knowledgeable in Embedded Control Programmer.
- Hardware and Networking

## PERSONAL DETAILS

Father's Name	: Badhurudeen.N
Date of Birth	: 14-08-1993
Sex	: Male
Marital Status	: Single
Nationality	: Indian
Language Known	: English, Tamil
Passport Number	: M1393539
Passport Expire	: 21-08-2024

## DECLARATION

I hereby declare the details furnished above are true and correct to the best of my knowledge and belief.

Place:

Yours Sincerely,

Date :

B. MOHAMED SAMEERUDEEN