

CURRICULUM VITAE



SAM ALEXANDER.S

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SNAPSHOT

A result-oriented professional with over 8-year experience as an Administrator, Customer support, WFM, Scheduling & Planning, International Client support Sales & Online Marketing (Instagram, Twitter, Facebook, Google, Watts app, Telegram,)

Expertise summary

- >To be an asset to the organization I serve,
- >Good interpersonal skill,
- >A quick learner with 'Can do' attitude in all aspects,

Academic Credentials

<i>Course</i>	<i>Institution</i>	<i>Percentage of marks</i>
BSC (INFORMATION TECHNOLOGY) (2006to 2009)	Annamalai university, Coimbatore	65%
Diploma in system hardware& system NETWORKING(A+) (2003to2004)	Ace net technologies Coimbatore	98 %
SSLC (2001to2002)	St' Paul's Matriculation Higher Secondary school Coimbatore	65 %

EMPLOYMENT HISTORY

Organization Name	Designation	From Date	To Date
Al Jern General Trading Ilc Ajman UAE	Admin &Sales Coordinator	2020	*****
SRI SAKTHI CINEMAS MULTIPLEX (8 SCREENS) India	Administrator	2018	2019
RND SOFTECH Pvt Ltd (International Process) India	Administrator	2017	2018
TATA DOCOMO (Domestic Process) India,	C.R. O	2013	2016
Mphasis (An Hp company) (International Process) India.	Scheduling &Planning Officer, (Sales)	2010	2012

TECHNICAL SKILLS SET

Operating Systems	MS DOS/ Windows XP / WINDOWS 2000 / WINDOWS 7,
Technical skills	Assembling, Partition of hard disk, Installing Os, Software's, Troubleshooting, System Reassembling, Assembling Computer lab, With LAN &Wan Networking, Data Entry
Tools	System backup, Software dumps, Restoring files, Updating Antivirus, Monitoring Os, System components, And networks,
Basic Knowledge	Word 2003,2007, Exell, Fast typing Skill ,

Personal Details:

Fathers name : Mr. T. SEAKR
Date of birth : 21.03.1987
Gender : Male
Nationality : Indian
Linguistic Proficiency : English, Tamil, Malayalam,

DECLARATION:

I hereby declare that the above given information are true to the
Best of my knowledge, I assure you that I will put fullest efforts to do the best.

Signature

Sam Alexander s