**Resume**

Apply for the Post of: **IT Technician**

**Muzaffar Hussain**

[mussain111@gmail.com](mailto:mussain111@gmail.com)

+91 80833 08313

**Objective**

In the capacity of IT technician. I foresee myself as effective contributor to my organization in its end ever to safety and success. Capability and motivation to play effective role in the organization.

# **Summary of Experience**

1) Company: G N International restaurant & bar - Kolkata, West Bengal

Jointed: January 2018 to Present

Position: Storekeeper

**Duties and Responsibilities: -**

1. Managing workflow
2. Keep a record of sales restock the stock accordingly. Manage & train store staff.
3. Maintain receipt, records and withdrawals of the stock.
4. Creating and issuing invoices to customers
5. Managing transactions with customers using cash registers. Collecting payments whether in cash or credit
6. Maintenance of produce & consumption goods details in M S Excel & Email, Print & Scan.
7. Inventory maintenance accounting software Tally
8. Performing other duties and tasks as assigned from time to time

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2) Company: CAC Computer Education in Muzaffarpur, Bihar

Jointed: May 2014 to September 2017(3 year)

Position: IT Support Technician

**Duties and Responsibilities: -**

1. Training to students computer courses (Windows, Microsoft Office, HTML, Internet, Tally ERP, Photoshop)
2. Desktop/ Laptop installations, upgrade and maintenance including installation and upgrade of current office applications, Operating system, anti-virus software, conducting file backups, etc.
3. Set up and configure desktop computers, peripherals and user accounts, assigning security levels, network access.
4. Install new hardware and equipment including (printers, Laptops, LCD & LED) as and when required by client.
5. Configure LAN
6. Internet/ System application installation and support.

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3) Company name: IT Global.net in Delhi

Jointed: Oct 2012 to March 2014(1-year 6 month)

Position: eBook developer

**Duties and Responsibilities: -**

1. Using Adobe Acrobat Software for developing eBooks
2. Deleting blank pages of scanned books, removing yellow pages by using Mouse recorder software, arrange the pages of eBooks, using templet for eBooks and putting title for eBooks, resized pages, etc.
3. Using photoshop software for templet designing.
4. Maintaining number wise Deleting pages in Microsoft Excel
5. Using Microsoft Excel formula

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4) Company: ICICI Bank, Kolkata West Bengal

Jointed: June 2010 to July 2012 (2 year)

Position: Sales

**Duties and Responsibilities: -**

1. Selling credit card
2. Follow up customers on phone
3. Solving customers problem related credit cards

# **Education**

## BCA

Vinayaka Missions University

June 2013 to July 2016

## BA

Calcutta University

May 2003 to June 2005

## West Bengal Council of Higher Secondary Education

Secondary School

May 1998 to May 2003

## West Bengal Board of Madrasah Education

May 1998

**Certificate course**

1. Diploma in software Technology

CMC Limited A TATA Enterprise

13/01/2006

1. Certificate in Database Technology & VB.NET

CMC Limited A TATA Enterprise

16/9/ 2008

# **Technical Skills**

* LAN
* TCP/IP
* Operating Systems
* Microsoft Office
* HLOOKUP & VLOOKUP
* Tally ERP
* SQL
* Photoshop

**Skills**

* Communication
* Ability to work
* Decision making
* Time management
* Leadership
* Adaptability

# **Languages**

* English - Intermediate
* Urdu - Fluent
* Hindi – Fluent

**Personal Information**

Nationality : Indian

Date of Birth : 1/July/1981

Birth place : Muzaffarpur, Bihar

Civil status : Married

Religion : Islam

# Passport details

Passport No. : L8483161

Place of issue : Patna

Date of issue : 26/3/2014

Date of expiring : 25/3/2024

Declaration

I do here by declare that all above information are true correct at best my knowledge and belief.

Muzaffar Hussain