



**MOHAMMAD SIHAD S**

**Email:**

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**Mobile Number:**

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**Present Address:**

Dubai, U A E

**Personal Details:**

**Nationality : Indian**

**Date of Birth : 08-05-1991**

**Gender : Male**

**Marital Status : Married**

**Driving License : UAE**

**Languages Known:** English,  
Hindi, Malayalam & Kannada.  
Arabic (Reading & Writing)

**Passport No : J2660234**

**Place of Issue : Kozhikode**

**Date of Issue : 29/07/2010**

**Date of Expiry : 28/07/2020**

**Visa Status: VISA**

**CURRICULUM VITAE**



**Personal Objective**

Looking forward to occupy a suitable position in **IT/ Networking/Sales** where my technical skills as well as attitude will add value and thus contribute towards the development of the organization and myself.

**Strengths:**

- Good communication, presentation, interpersonal, technical & team skills.
- Hardworking & Self Confident.
- Team Building & Management skills.
- Quick learner with ability to grasp new technologies, software & hardware.
- Good analytical skills, willing to relocate & travel.

**Education:**

- ✓ **Higher Secondary** Board of Higher Secondary Govt Of Kerala India
- ✓ **SSLC** (Board Of Secondary, Govt of Kerala, India)

**Technical Skills:**

**Networking: Undergone CCNA-Cisco Certified Network Associate.**

• CCTV ,Network Administration • Network Setup & Maintenance • Hardware Installation • Operating Systems Setup • Training & Technical Support • Hardware & Software Upgrade • WAN Maintenance • Software Implementation • Printer installations • Troubleshooting

**Operating System: Windows**

95/98/NT/2000/XP/2003/Vista/7/8/2008/2010 and Linux.

**Hand on Experience :**Hardware Installation of PC's.

**Remote/backup tools:** Norton Ghost, Dame Ware, Team viewer, VNC.

**Application Packages:** MS-Office 2003/ 07 /10/13, MS Outlook, Lotus.

**Graphic Tools:** Adobe PageMaker, Adobe Photoshop.

**Presently Working:**

**Company Name : CADVIL SOLUTIONS**

**Designation : Business Development Executive and IT Support**

## **Job Responsibilities:**

Marketing and Sales

Client/Vendor Relations

Team Building/Leadership

Assembling & Disassembling the Computers.

Install, upgrade, support and troubleshoot XP, Windows 7,8,8.1,10 and Microsoft Office 2007,10,13 and other desktop applications.

Responsible for managing PCs, troubleshooting and customer service.

Taking Care of Hardware and Network Issues.

Installation of Network Printer & Troubleshooting.

Configuring/managing and troubleshooting e-mail systems like MS Exchange Outlook Express & MS Outlook

Planning, designing, implementing and administering LAN/ WAN / Monitoring network devices

Taking daily backup for diverse systems.

Preparing of daily and monthly reports

Check the update of Antivirus and be sure of the cleaning of all desktop computers and LAN.

Supporting Users for everyday and every time Computer related problems. Answering any technical questions the client might have

Marketing and Sales

## **Work Experience: (6 Years)**

- |                       |   |  |
|-----------------------|---|--|
| <b>Company Name</b>   | : | <b>INVIS COMPUTERS L.LC, DUBAI</b>     |
| Duration              | : | December 2015 to July 2019             |
| Designation           | : | IT Sales Executive and IT Support      |
| • <b>Company Name</b> | : | <b>PROLINE ELECTRONICS L.LC, DUBAI</b> |
| Duration              | : | September 2014 to November 2015        |
| Designation           | : | IT Marketing Executive and Technician  |
| • <b>Company Name</b> | : | <b>IDEA Cellular ltd, INDIA</b>        |
| Duration              | : | Feb 2008 to February 2010              |
| Designation           | : | Outdoor Sales                          |
| • <b>Company Name</b> | : | <b>Real Computer Company, INDIA</b>    |
| Duration              | : | March 2010 to October 2012             |
| Designation           | : | System Engineer                        |

## **Work Summary:**

Experienced in System Hardware/Software/Network/Desktop level Supporting/ Purchasing materials, visiting sites, Preparing Quotation, Trouble shooting, Assembling new Systems, planning, Installing, Configuring and Administering LAN, WLAN network environments using Win XP, Vista, Win2003, 2008, Win7 and Macintosh Linux as well.

### **SALES RESPONSIBILITIES:**

Greeting customers, follow up, & increase maximum No. of sales package.

Attending initial sales meetings and meeting the client.

Decide whether the software or hardware needs adapting to meet the client's needs.

Answering any technical questions the client might have.

Presenting our findings to a technical team to act on, and then to the client.

Processing rentals and selling optional services.

Responding to customer questions and complaints, resolving overdue rentals.

Maintained records and statistics.

