



SHUJA SHABIR

Diera, Dubai (UAE)

Visa Status: Expires on 16-2-2021

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DOB: 06-08-1991

Nationality: Indian

CAREER OBJECTIVE

Seeking a position in an organization where acquired experience and knowledge can be utilized properly.

WORK HISTORY

**SECURE SIMPLY
SAFE**
2015-2018

Office Administrator cum Accountant

Three Years' Experience as "Office Admin" in **Secure Simply Safe**.

Job Responsibilities

- Supervising administrative staff and dividing responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Keep stock of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements

**SRINAGAR NET
TECH PVT LTD**
2018-2020

Admin/Support Executive

Two Years' Experience as "Support Executive" in "Srinagar Net Tech Pvt Ltd"

Job Responsibilities

- Troubleshoot Internet connectivity issues faced by client.
- Monitor sites installed at different locations for maximum uptime
- Provide technical support to client on mails/calls.
- Maintain records, tracking, troubleshooting reporting on technology problems.
- Assist with installing & configuration at client sites.
- Configuration of New Devices (routers, fiber connections)

HIGHLIGHTS

CCNA (CISCO Certified Network Associate)

- Strong working knowledge of IP Protocols and the 7 (Seven) layers.
- Upgrade Cisco Routers, Switches IOS using TFT.
- Creation and maintenance of different VLAN'S GRE, MGRE.
- Cisco NAT, PAT, VLSM, Troubleshooting LAN Switching.
- Very good in Routing Protocols include RIP v1 v2, EIGRP, OSPF, BGP.

EDUCATION

PGDCA
2015-2017

Post Graduate Diploma in Computer Applications

Postgraduate degree focusing on Computer Fundamentals & Applications, C programming
Data Communications, Web Designing, Database Management System,

GRADUATION
2010-2013

Bachelors through University of Kashmir

O LEVEL

O Level through NIELIT (DOEACC)

SKILLS

Computer Proficiency

- Well versed MS Excel, MS Word, PowerPoint, MS Outlook
- Efficient in working with internet.
- Good Typing Speed 35/min.
- Configuring various types of Routers & WLAN devices
- Very good Knowledge and experience in Fiber optics and Splicing.
- Well versed knowledge in Corel Draw

PERSONAL INFORMATION

- Shuja Shabir
- S/o Shabir Ahmad
- R/o Batamaloo Srinagar J&K
- Indian
- Single
- 06/08/1991

DECLARATION

- I declare that the above facts given by me are true to the best of my knowledge and belief.

Regards,
Shuja Shabir