

**SHIHAB KADUNGOTHEAL**

PH: +971 564677461.

E-mail-signature.shihab@gmail.com

Currently working in Sharjah

To,  
The Hiring Manager

**Sub: job application for your esteemed organization.**

Dear Hiring manager,

I'm very much glad to hear an opening in your esteemed organization and would like to come forward for an interview to introduce myself in front of you. I'm having an **experience of 5 years in IT TECHNICIAN** I believe myself to be a young, talented smart-worker and eager to continue my career with your esteemed organization as a team player.

To give a brief about myself, I have attached my CV with this. Waiting for a positive response as while as your co-operation /call.

Thanks & Regards.

**SHIHAB KADUNGOTHEAL**

# SHIHAB



## About Me



5 years of experience



December 24, 1991



Sharjah, UAE.



+971564677461



[signature.shihab@gmail.com](mailto:signature.shihab@gmail.com)

Seeking a lucrative career in an organization to carve out a niche for myself marked by professional excellence by employing best of my skills for the growth of the organization.

📅 February 2019 - Present

**Admin assistant and IT Support.**



## Work Experience

Al Sabah Indian School, Sharjah, UAE.

- Maintenance of the CCTV, Server, Network and IT Infrastructure in the School.
- Support and maintenance of Microsoft Office Outlook Web Access and Microsoft Office Outlook E-mail.
- Maintaining and keeping the school ERP software updated (**Orison School & HR Software**).
- Generating report card of students online using the school web portal which is a part of school software.
- Updating and maintaining school website.

📅 February 2016 – April 2018

**Service Engineer – Computer Hardware and Networking**

Kensoft Technologies Pvt. Ltd, Kuttippuram, India.

- Installing and configuring computer hardware, software, systems, networks, Printers and scanners.
- Planning and undertaking scheduled maintenance upgrades.
- Responding to breakdowns.
- Investigating, diagnosing and solving computer software and hardware faults.
- Maintaining records of software licenses.
- Managing stocks of equipment, consumable and other supplies.
- Checking computer equipment for electrical safety.

📅 September 2011 – August 2014

**Associate Technical Support**

Access Computers Pvt.Ltd, Ponnani, India.

- Analyze the customer requirement for computer software updates and Hardware services.
- Test and maintenance of networking hardware and software.
- Modify the hardware components for computers.
- Installing and maintenance of operating systems, and other application softwares.



## Education

**Diploma in Hardware and Network Engineering**

Technosys IT Academy, Ponnani

2010

**Grade XII**

Board of Higher Secondary Education

2014-2016

**Grade X**

Secondary School Leaving Certificate – Govt. of Kerala

Completed in March 2007



## Training and Certifications

- CCNA (Cisco Certified Network Associate)
- MCSA (Microsoft Certified Solutions Associate)



## Computer Proficiency

### Operating Systems

- Windows 7/8.1/10
- Windows Server 2012 R2
- Apple Mac OS

### Software

- Microsoft Office
- Adobe Photoshop



## Programming Languages

- C
- C++

- PHP
- .NET



## Languages

- English
- Hindi

- Arabic



## Interests

- ❖ Sports (Football, Cricket), Travelling, Community Involvement.

## Declaration



## Personal

Date of Birth : 24/12/1991

Nationality: India

Gender : Male

Passport No: L2354487 valid till 2023 Employment

Marital Status : Single

Visa Status : Visit visa

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

**SHIHAB KADUNGOTHEAL**