

**PO BOX- NO 107484
DUBAI , UAE
Tel +971527760132
abdullaallu2255@gmail.com**



ABDULLA AMU (IT ASST)

CAREER OBJECTIVE

Seeking career with a reputable leading organization, which gives me an opportunity to optimally utilize my knowledge, skills and potential to learn and grow significantly with the organization.

SKILLS

Hands-on hardware troubleshooting experience. Extensive equipment support experience with PC's. Working technical knowledge of current networking protocols, operating systems and standards. Ability to operate tools, components and peripheral tools.

EXPERIENCE

CONCORD PROPERTIES, DUBAI — RECEPTIONIST

3 YEARS

- Handle a variety of administrative support tasks, including answering phone calls, receiving visitors and sorting mail.
- Preparing meeting rooms and schedule
- **CONCORD PROPERTIES, DUBAI — SALES**

2 YEARS

- Maintained organized, present table merchandise to drive continuous sales.
- Trained and developed new sales team associates in products . Selling techniques and company procedures.
- Monitored customer buying trends,market conditions and competitor actions to adjust strategies and achieve sales goals.

MAXWORLD IT SOLUTIONS, MUMBAI — NETWORK ASST

2 YEARS

- Troubleshoot Network .
- Maintain the proper communication through LAN between various companies

- Investigating, diagnosing and resolve all network problems.
- Manage the networking of clients
- Repair PC .

EDUCATION

- Diploma in hardware and Networking.
- HSC- Kerala state public examination.
- SSLC- Kerala state public examination.

CAREER PROFILE

- UAE Driving license.
- Knowledge about UAE roads and places.
- English, Hindi and Malayalam languages are known.

DECLARATION

I hereby declare that all the above given statements are true and correct to the best of my knowledge.

ABDULLA AMU.