

CURRICULUM VITAE

KHAJA MOHIDDIN



Personal Information:

Email	ajmere@hotmail.com
Phone #	965-50572285
Date of Birth	28-04-1976
Marital Status	Married
Nationality	Indian
Residency	No 18, Transferable

Objective:

To be the part of an organization that will facilitate me enhancing my abilities, provides financial stability and opportunities for progress and learning through increasing responsibilities in an organizational development.

Academic Education:

Bachelor in Science BSc.	1999	MumbaiUniversity
HSC	1996	Board of Maharashtra
SSC	1994	MissionHigh School

Work Experience:

Company	SK Engineering & Constructions
Position	IT Administrator
Duration	10-06-2008 to 30-04-2023

Responsibilities Includes:

- Installing and managing users in a domain.
- Administering user and group accounts and their policies.
- Managing Active directory performance.
- Maintenance for user Computers
- Installing programs for user computers
- Installing Network points and trouble shouting
- Installing telephone points and trouble shouting

WORKING IN ADMIN DUTIES AND RESPONSIBILITIES:

- Admin Assistant may also help office members with documentation. Aside from stores, organizing and managing files.
- Responding to the routine correspondences of the departments.
- Daily Man Power and Attendance regard checking.
- Monthly Man Power Summary and Salary Checking work.
- Maintain office efficiency, Plan and implements office systems, layout, and equipment's Procurement.
- Writing reports, data compilation and processing correspondence requests.
- Maintain stationary supplies and coordinating delivers.
- Managing day to day tasks and completing the Paperwork.
- Performing offices duties related to maintaining records, files, orders etc.
- Accepting letters, Invoices and financial statements of various departments.

Company	International Computer Systems
Position	Technical Assistant
Duration	25-04-2002 to 25-05-2008

Responsibilities Includes:

- Troubleshooting and Network installation on contract and call basis to Corporate customers and involved in installation of Local, remote networks with different platforms like LAN, WAN and Wireless Network.
- Service co-ordination and managing customer relations for entire the State of Kuwait and with various IT vendors / manufactures for PCs, Peripherals, networking products.
- Managing various sales and service revenues & Running the Computer service division as an individual profit center.

Company	Al-Masa Royal Computer Est
Position	Computer Technician
Duration	01-08-1999 to 1-04-2002

Responsibilities Includes:

- Administering user and group accounts and their policies.
- Managing Active directory performance.
- Managing the server backups.
- Managing DHCP and DNS servers.
- Managing the mail server.

Capabilities:

- Having valid Kuwait Driving License and well known to all areas of Kuwait.
- Can speak and type English and Arabic at good speed.
- Good communication skills.
- Hardworking , Team player (cooperative)
- Can work as
- Computer Technician / Network Engineer
- Technical assistant
- Admin General Affairs.