

CURRICULUM VITAE

Name - **SIRAJ SAYYED**
Mobile - **73041 22097**
Email - ***sayyedsiraj061@gmail.com***

Address - D-Sector, N/Line, Room No.10, Cheeta Camp, Trombay, Mumbai 400088

OBJECTIVE

➤ ***“To be sincere in my work and be dedicated for the development of company.”***

PROFILE SUMMARY

1) Rapid solution

Worked as (Desktop Engineer)

- Installation & configuration of operating system like windows 10, windows server 2012, windows server 2016, etc.
- Installation & configuration of application like microsoft office, Utility Software.
- Repair in Desktop & Laptop Upgrade.
- Migrating user into domain.
- Trouble shooting of network desktop, laptop, printers.
- Trouble shooting software, hardware and network problems.
- Monitoring Service Desk Portal. (ITSM Ticket Tool).
- Configure the system from Workgroup to Domain & Given all security on users systems.
- Troubleshooting in the L1 level.
- Installing & configuration Microsoft Outlook as client exchange on Windows XP.

Active Directory Knowledge

- Installation and Administration of Windows Server 2008, 2012 & 2016
- DNS record management

- DHCP
- AD objects creation and Management
- Adding and removing users from Security groups and Distribution lists
- Security & Distribution groups creation and modification
- FSMO roles configuration and management
- Transferring and seizing roles
- Global catalogue server management
- Permissions and Role management for shared folders.

Good knowledge and understanding of the network infrastructure and protocols such as *HTTP, HTTPS, TCP/IP, SMTP, POP, IMAP* etc.

O365 *Administrator* and *management*

Enable O365 licenses *User ID Creation, Deletion, Modification*.
Mail box *Delegations* & Mail *Flow Trace*.

Shared Mailbox creation and modification.
Configuring *Ant Spam and Antimalware Policy Modification*.

Manage and enable *DLP policy*.

STENGTHS

- *Confident of devising and implementing powerful and effective solution strategies depending upon the requirement of work.*
- *Eager to learn new technologies.*
- *Strong Analytical and Planning Skill.*
- *Adaptable.*
- *Communication Skills: Oral and written communication, Presentation, Independently handling clients.*

SOFTWARE PROFICIENCY

- *Technical Skills:-Hardware and Networking*
 - *Application :-MS-Word, MS-Excel, MS-PowerPoint*

EDUCATIONAL QUALIFICATION

Professional Qualification

- **BACHELOR OF COMMERCE (B.COM)**
- **MUMBAI UNIVERSITY Passed with 1st Class (Passing Year April 2015)**
- **HIGHER SECONDARY CERTIFICATE (HSC)**

- *Central Board of Higher Education with 1st Class (Passing Year March 2011)*
 - **SECONDARY SCHOOL CERTIFICATE (SSC)**
- *Central Board of Higher Education with 1st Class (Passing Year March 2006)*

PERSONAL DETAILS

- ***Name*** : ***Siraj Sayyed***
- ***Father's Name*** : ***Abdul Sattar***
- ***Mother Name*** : ***Sultana Abdul Sattar***
- ***Date of Birth*** : ***19th Jan 1991***
- ***Gender*** : ***Male***
- ***Marital Status*** : ***Married***
- ***Languages Known*** : ***English, Hindi, Urdu & Marathi.***
- ***Nationality*** : ***India.***

DECLARATION

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

Date: / /

Place: *Mumbai*

Signature _____