

Mr. Mohammed Mustafa Shaikh  
(S.S.C, H.S.C, BSc-CS,Msc-IT)  
Mobile1: +91-8450986774  
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Email: [mshaikh362@gmail.com](mailto:mshaikh362@gmail.com)

Dear Sir / Madam,

Being given to understand that there is /would be a position / vacancy in your Organization. I am confident that I would make a good contribution to your company/organization. I would welcome the opportunity to discuss this further & I look forward to hearing from you.

I have completed my BSc in Computer Science from Akbar Peerbhoy College of Commerce and Economics. I had passed my 10<sup>th</sup> and 12<sup>th</sup> from M. H. Saboo Siddik College of Engineering. During the course of my school and college life besides studies, I have also distinguished myself in many extra-curricular activities.

During my academic year, I have also been exposed towards many social activities, also participated in many college events and sports etc. And had the opportunities to acquire a rich hands-on experience.

I want to have an opportunity to work under you & I also look forward to getting an opportunity to serve in your esteemed organization.

Thanking you,

Yours faithfully,  
Mohammed Mustafa Shaikh  
**BSc (Computer Science)**  
**Msc(Information Technology)**

## **RESUME**

### **PERSONAL PARTICULARS**

Name: Mohammed Mustafa Shaikh  
Date of Birth: 09 November 1993  
Marital Status: Unmarried  
Languages known: English, Hindi and Urdu.  
Mobile1: +91-8450986774  
Mobile2: +91-8369263256  
Email: mshaikh362@gmail.com

### **Objectives:**

I am a self confident, optimistic, innovative, friendly natured person and I have quick learning skills with 'Can do' attitude, commitment towards work and enthusiasm to learn and adapt. To perform to the best of my knowledge, experience and expertise with a motto, to fulfil the Mission and obligations of the organization to which I belong with complete dedication and integrity.

### **Hobbies:**

- ❖ Playing cricket
- ❖ Learning new things from internet
- ❖ Online Gaming

### **Academic Qualifications:**

#### ❖ S.S.C

- Passed from M. H. Saboo Siddik College of Engineering

#### ❖ H.S.C

##### **F.Y.J.C:**

- Passed from M. H. Saboo Siddik College of Engineering in the year 2011

##### **S.Y.J.C**

- Passed from M. H. Saboo Siddik College of Engineering in the year 2012

#### ❖ BSc-CS

- Passed from Akbar Peerbhoy College of Arts and Commerce in the year 2016-17

#### ❖ **MSc-IT**

- F.Y. MSc-IT passed from Akbar Peerbhoy College of Arts and Commerce in the year 2017-18
- S.Y. MSc-IT passed from Akbar Peerbhoy College of Arts and Commerce in the year 2018-19

### **Computer Skills:**

- Web Technologies - HTML (Beginner)
- SQL (Beginner)

**Work Experience:** 1year Experience @Team computers

### **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.

### **O365 - Exchange Online Knowledge**

- Good knowledge and understanding of the network infrastructure and protocols such as HTTP, HTTPS, TCP/IP, SMTP, POP, IMAP etc.
- O365 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 Transport Rules.
- Manage and enable DLP policy

**Thank You**