

# TEJUS P.A.

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Dubai, UAE

## IT SUPPORT

Motivated and adaptable individual who enjoys learning new things and taking on challenges with a positive mindset, known for being organized and calm under pressure which helps me handle responsibilities with confidence. I value clear communication, honesty, and teamwork, and always strive to improve myself both personally and professionally. I enjoy solving problems and finding efficient ways to get things done. With a growth-oriented attitude, I'm always eager to expand my knowledge and contribute meaningfully wherever I am.

## EXPERTISE

Networking	AWS	n8n Automation
Routers & Switches	VMware	Kali Linux
Access Points	Microsoft 365 Admin Centre	Sharepoint

## PROFESSIONAL EXPERIENCE

### Fastcfs Cargo Services LLC

2025 - Present

#### IT SUPPORT

Managed core IT infrastructure with a focus on secure system operations, network administration, and technology implementation to support business continuity and cybersecurity readiness.

##### Roles & Responsibilities

- Administered and secured end-user systems by troubleshooting hardware, software, and network issues with a focus on threat prevention and system integrity.
- Configured VPNs for inter-branch communication, ensuring encrypted data transfer and secure remote access.
- Managed IPBX phone systems and cloud-based telephony solutions while maintaining access control and network security.
- Oversaw CCTV infrastructure, including camera maintenance, wire repairs, and cable crimping for physical security.
- Performed IT administration tasks, system upkeep, and on-site technical support to ensure smooth and secure operations.
- Managed user accounts, licenses, and access permissions in the Microsoft 365 Admin Center, maintaining security, compliance, and proper onboarding/offboarding.
- Performed weekly backups of shared folders to ensure data recovery and business continuity

## THINGS I IMPLEMENTED

- Developed the company's official website using AI-based tools and integrated Google AdSense for monetization and lead generation.
  - Designed and automated warehouse cargo workflows using n8n, streamlining status updates, communication, and task assignment.
  - Developed a container and job management web application using AI support with a tech stack consisting of TypeScript, Tailwind CSS, Express, Node.js, and PostgreSQL, improving operational visibility and productivity.
  - Deployed Microsoft SharePoint and migrated file management from local shared folders to a secure cloud-based environment, enhancing data accessibility, collaboration, and compliance
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## EDUCATION

### BISHOP HEBER COLLEGE

Bachelor Of Computer Science

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