

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
Routers & Switches
Access Points

AWS
VMware
Microsoft 365 Admin Centre

n8n Automation
Kali Linux
Sharepoint

PROFESSIONAL EXPERIENCE

Fastcfs Cargo Services LLC
IT SUPPORT

2025 - Present

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
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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

EDUCATION

BISHOP HEBER COLLEGE

Bachelor Of Computer Science
