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**MAHAMMAD JAINUL AVEDIN**

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**SYSTEM ADMINISTRATION / SHAREPOINT REPAIR & MAINTENANCE**

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**PROFILE SNAPSHOT**

* Result-oriented professional offering a distinguished experience of **over 3 years** **IT Network Engineering domain**
* **Successfully attended course in SharePoint and completed 4 months training with Ducate – Noida; gained key learning and exposure on SharePoint Maintenance, Web designing & Maintenance, installation, etc.**
* **Technically proficient with SharePoint 2010, 2013, SharePoint Designer , .Net, Windows Server 2008 r2, Windows server 2012 r2, etc**.
* Expertise in monitoring **product development and usage** at all levels with an eye towards improving product quality
* Proficient in **creating, configuring and administering SharePoint sites and user permission right**
* Comprehensive **experience in Developing custom web parts and workflows**, creating and customizing Sub Sites, Team Sites, Blogs and Alerts based on company needs
* **Team player with strong analytical, problem solving and interpersonal skills**

**Core Competencies:**

IT Networking & Administration • SharePoint Repair & Maintenance • Testing / Installation & Troubleshooting •

Web Application Development & Maintenance • System Administration • Server Administration • Technical Support

**SUMMER TRAINING**

**Jul-Oct: Ducate, Noida as SharePoint Administrator**

*Key Deliverables:*

* Carried out site administrative activities including creation of sites, lists, libraries as well as rendering access permissions for selected audience
* Ensured scheduling of weekly and incremental backup of Site Collection using Backup Scripts. monitoring sites, error logging and reporting; managed Central Administration & PowerShell
* Accountable for designing the master pages, themes, sites and sub sites and lists with customizations using SharePoint designer
* Successfully completed AD Migration to Office 365
* Involved in installation of
  + SharePoint 2010, 2013, SharePoint Designer , .Net
  + Windows Server 2008 r2, Windows server 2012 r2.
* Designed Web Application and Site Collection, list and Libraries
* Gained working exposure on Active Directory
* Led web application, List and libraries; created Blogs, Surveys, Discussion Boards, etc.
* Looked after the Site Collection and Database; worked with Business Intelligence
* Performed Backup and Restoration of web applications

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PROFESSIONAL EXPERIENCE

**Nov’14-Jul’16: Faidh United Trading & Contracting LLC, Oman as IT Administrator**

*Key Deliverables:*

* Accountable for:
* Assembling, dissembling & troubleshooting of computers
* Booting and installation of operating systems e.g. Windows XP, Windows 7, Windows 8, Windows 10 etc.
* Performed installation of:
* Network (LAN)
* Patch panels of LAN including key stone jacks punching activities
* Involved in:
* Testing & troubleshooting of Cat Cables, Fiber optic Cables, Co axial Cables & Intercom cables
* Troubleshooting of DVRs & cameras
* Addressed calls and E-Mails; ensured Price sticker and issue of various tags
* Resolved system problems and other peripherals; assure 100% scanning of items
* Conducted user training, data back up and server maintenance
* Developed and submitted reports to Management

**Jul’13-Oct’14: A to Z Info Solution Pvt. Ltd., Dehli as IT Administrator .**

*Key Deliverables:*

* Administered ongoing service, repair and maintenance of varied CCTV systems within the area
* Developed customer relationship by ensuring and delivering customer service within time
* Performed repair & maintenance of the company’s product portfolio as directed with minimum cost
* Updated paperwork and documentation; interfaced with Customer Service Administration Office on regular intervals
* Addressed various calls and E-Mails; involved in troubleshooting and provided service as and when required

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EDUCATIONAL CREDENTIALS

**2013** BCA in Computer Application from Dr. Bhimrao Ambedkar University, Agra with 68%

**2010** Intermediate in Commerce from SBS College, PLAMAU with 62.7%

**2008** Matriculation (Science) from Bakshi High School, Hussainabad with 68.2%

*Courses:*

**2014** Courses Undertaken Software Engineering from NIIT Institute, Aligarh with 65%

**2013** A++ (PC Technician) from NIIT Institute, Aligarh with “A” Grade

**ACADEMIC ACCOLADES**

* Recognized with “Best Outgoing Student Award” for the year 2008 during College
* Actively Participated in Jharkhand Youth Festival Seminar organized by Ranchi Club

**PERSONAL DETAILS**

**Date of Birth:** 4th June, 1992

**Current Address:** Al Jafiliya Dubai, U.A.E.

**Permanent Address:** AT- Mohammadabad PO- Japla, PS- Hussainabad Dist- Palamau- 822116, Jharkhand

**Languages Known:** English, Hindi, Urdu & Arabic

**Passport Details:** Number-L-8443760 / Date of Issue-03/04/2014 / Date of Expiry: 02/4/2014

**Driving License Details:** Number- F-7NO-4409/10 / Date of Issue: 15/04/2010 / Date of Expiry: 30/3/2030