

MOHAMMED AARIF BELIM

Mobile No. : 9313059903

Email: [arifbelim96@gmail.com](mailto:arifbelim96@gmail.com)

### **CAREER OBJECTIVE:**

I want to use my knowledge and skills to gain practical exposure and understand the inner-workings of the company. I like to learn on the job and grow individually.

### **SKILLS:**

#### **Windows Installation:**

- Windows-7
- Windows-8
- Windows-10
- Windows-11
- Windows server 2016
- Windows server 2019

#### **Windows :**

- Basic word, excel, powerpoint
- Manage apps
- Windows update
- MS outlook
- Manage storage
- File Permissions

#### **Hardware and OS:**

- Installing Printers
- Antivirus/Internet security Installation
- 3<sup>rd</sup> party software intallation
- MS Office Installation

#### **Modern Workplace:**

- Email client configuration
- Maintaining Outlook
- Troubleshooting Outlook

#### **INTERPERSONAL SKILLS:**

- Time Management
- Listening Skill
- Problem Solving

### **PROFESSIONAL QUALIFICATION**

I have completed Jetking MNA (Master in Network Administration) From Surat Centre

### **ACADEMIC QUALIFICATION:**

I have achieved 7.26 SGPA BCA

Semester	Duration	Result	College/School	University
6	2019	7.26	DUIAS	VNSGU
5	2018	5.61	DUIAS	VNSGU
4	2018	5.26	DUIAS	VNSGU
3	2018	5.00	DUIAS	VNSGU
2	2018	5.43	DUIAS	VNSGU
1	2017	5.52	DUIAS	VNSGU
12 <sup>th</sup> HSC	2015	44%	Seth R.J.J.High School	GSHEB
10 <sup>th</sup> SSC	2013	62%	Seth R.J.J.High School	GSHEB

### **STRENGTHS :**

- Self-Motivated
- Good-Listener
- Team work

### **HOBBIES :**

- Watching technical videos
- Internet Surfing,Gaming
- Knowing about new technology
- Pet Caring

**Experience :**

Company	Designation	Year
Idea Callular Ltd	Front Desk	2015-16
3i Infotech Consultancy Services Ltd (Project- Iffco-Tokio Genral Insurance)	Desktop Support Engineer	2022-Continue

**Personal profile:****Date of birth:** 20 December,1995**Father's Name:** Mr. Rafiq I. Belim**Mother's name:** Mrs. Amanat R. Belim**Marital status:** Married**Languages known:** English, Hindi, Gujarati**Place:** Valsad**State :**Gujarat**Country:** India**Declaration**

I hereby declare that the information given here with is correct to my knowledge and I will be responsible for any discrepancy.

**Place:** Gujarat**Sign**

Mohammed Aarif Belim