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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.Seeking an entry-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum. Seeking a challenging career with an MNC. A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

EXPERIENCE

March 2018 - Feb 2020

Technokraft Training And Solutions
Linux Server Technical support
• Understand and use essential tools for handling files, directories, command-line environments, and documentation
• Operate running systems, including booting into different run levels, identifying processes, starting and stopping virtual machines, and controlling services
• Configure local storage using partitions and logical volumes
• Create and configure file systems and file system attributes, such as permissions, encryption, access control lists and network file systems
• Deploy, configure and maintain systems, including software installation, update and core services
• Manage users and groups, including use of a centralized directory for authentication
• Manage security, including basic firewall and SELinux configuration
• Configuration of Network resources, adding and configuring Virtual NIC
• Install, update and upgrade packages using with rpm and yum tools,
• Configuration of remote Access, providing user access control on services like telnet,ssh and ftp
• Creating and managing the file system
• Working with open source packages like SUDO, open ssh and providing troubleshooting
• File system and process management
• Monitoring and managing swap space
• Process administration and management like, monitoring, start/stop/kill various process
• Monitoring system resources, logs disk usage, scheduling and monitoring backups and restore
• Installation and configurations of NFS
• Installation and Configurations of Apache Web server in RHEL
• Installation and Configurations of Samba server in RHEL
• Installation and Configurations of Ansible RHEL
• Installation and configuration of RED HAT servers.
• Managing servers through C-Panel

June 2015 - Dec 2017	**Alphamech**
	Sr Accounts Executive :- Client Relationship
	• Build relationships with key employees among customers
	• Create plans to address clients' business needs
	• Advise clients on creating profitable processes
	• Schedule regular meetings with customers to ensure they are satisfied
	• Act as point of contact for complaints and escalate issues as appropriate
	• Help sales team up-sell or cross-sell services and products
	• Ensure both the company and clients adhere to contract terms
	• Study competition to find new ways to retain customers
	• Set sales and revenue targets and work diligently to meet them
	• Collaborate with internal teams (e.g. sales, engineers, senior management) to address customers' needs
June 2013 - June 2015	**Alphamech**
	Accounts executive
	• Develop sales and marketing strategies.
	• Implement sales strategies to increase volume of business.
	• Interact with customers and vendors in processing orders.
	• Initiate follow-up services to customers.
	• Retain existing customers.
	• Develop plans to target new customers.
	• Perform bookkeeping, general ledger functions.
	• Prepare financial reports and statements for the management.
	• Reconcile vendor balances.
	• Make appropriate corrections in vendor accounts.
	• Assist marketing and sales team in collecting payments from customers.

EDUCATION

2007-2008	**St Francis High School**
	SSC Xth
	73%
2012-2013	**Byk College of Commerce pune university**
	Bachleors In Commerce (B.COM)
	55%
2018	**Technokraft Training and Solutions**
	Redhat Linux (RHCSA & RHCE)
	Passed
2020	**Staenz Academy**
	Digital Marketing
	Pursuing

2020	**Technokraft Training and Solutions**
	CCNA & PYTHON
	Pursuing
2020	**Intellipaat**
	Masters In Cloud Architect (AWS, AZURE,GOOGLE CLOUD)
	Pursuing

PROJECTS

- **Project head for development of business**
  Company name :- Alphamech
  Client organization name:- National Industries Resins co.Ltd
  Headed a project for Alphamech of client based in saudia arab named as National Industries Resins co.Ltd. Made all the strategies and implemented the project plan so that client satisfaction could be done due to which alphamech organisation executed the foreign project which made business more prosperous.

- **Business Strategic project**
  Name:- Alphamech
  Client organization name :- United Oil Projects Kuwait.
  As this was the project dealed with engineering team so my role was just to strategies the planning and taking the feedback of client through emails whatever discussed on email execution of planning has been completed which helped business other side to have a good connectivity with productvity.

ACHIEVEMENTS & AWARDS

- Saved the company time and money, increased performance, facilitated growth, met and exceeded work targets. Clients connectivity became much more stronger which increased organization reputation with ssles.

SKILLS

- Communication Skills Decision making skills Creating Ideas: Creativity Positive Attitude: Creating a positive work environment Intelligent Leadership Responsible Self Motivated Honesty and Integrity Strong Analytical skills

LANGUAGE

- English :- Read, Write, Speak

- Hindi :- Read, Write, Speak

- Marathi :- :- Read, Write, Speak

- Urdu and punjabi :- Speak

INTERESTS

- Blogging is an interest that can easily be made relevant to your desired position. Blogging shows the ability to create, to communicate, to network, to market, and more.

- Playing Sports is one of the best area of interest that i have and love to do,such as being a team player, being able to work well with others, or having leadership abilities.

STRENGTHS

- **Learning To Grow**
  Whenever new interesting thing like any software is released, I'm always the first one to test and get familiar with it. I love pushing the edge and learning every aspect of the new software.

- **Team-work**
  I've always preferred to work in groups and find that my collaborative nature is one of my strongest attributes. On projects that I directed, I work well to inspire diverse team members and work side by side with them to achieve the project goals.

- **Empathetic**
  I'm an empathetic person who is skilled at relating to people and understanding their needs. I know the importance of a happy customer, and I'm willing to remain upbeat and solutions-oriented.

- **Ability to solve problems (issues) providing solutions**
  I believe that my greatest strength is the ability to solve problems quickly and efficiently. I can see any given situation from multiple perspectives, which makes me uniquely qualified to complete my work even under challenging conditions.

- **Creativity**
  As i can change new and imaginative ideas into reality. The ability to perceive the world in new ways to find hidden patterns, to make connections and to generate solutions.

WEAKNESS

- **Insecure**
  Insecurity is something about myself that gives rise to anxiety. I will do something but i am anxious that i will fail at it.

- **Extremely Introverted**
  I am incredibly introverted, which makes me wary of sharing my ideas in a group setting or speaking up during team meetings. I feel that I had good intentions, I just wasn't always comfortable speaking up.

- **Sensitive**
  I take literally everything to heart, no matter what the situation, and tend to lead with my heart more than your head. At times I lack clarity of thought and if something goes wrong

- **Too much Oriented**
  When I'm given a task, I am very goal-oriented and work hard to complete that task. However, when new projects come across my plate, I sometimes jump right into those projects and halt work on the projects I had in progress.

ADDITIONAL INFORMATION

Following skills and behaviours are essential for leadship which are also known as Qualities of Leadership.

- Communication. One of the most important skills of a leader is the ability to communicate effectively.
- Awareness.
- Honesty/Integrity.
- Relationship Building.
- Innovation.
- Developing Leadership Skills.

DECLARATION

- I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

AHMED RAZA KHAN