

# RESUME

WALTER E DIAS  
ANMOL PLAZA  
FLT. NO. 10  
OPP. MILAN LINES  
DEOLALI CAMP,  
DIST. NASHIK  
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## **OBJECTIVE:**

To obtain a position that will enable me to utilize my skills, and ability to work with people in various fields of business, management and help enhance my personal prospects.

## **WORK EXPERIENCE:**

### **SAUD BAHWAN AUTO LLC (Inhouse - Data Centre)**

Muscat, Sultanate of Oman,  
(10.05.2002 to 30.04.2020)

#### **Job Profile**

Worked as an AS 400 Operator lending IT support to all User departments within the umbrella of Saud Bahwan Group i.e. Sales, Spares and Service, National Travels, Hino, Man, Toyota, KIA and others.

Monitoring daily wintel server backups of SAP, Lotus, Exchange and Data Servers .

Allocating proper media tapes for daily Backups on BRMS.

Carrying out weekly/Monthly backups of all servers. (Regularity: Weekends &Month ends)

### **St. Patrick Convent High School (Administration)**

(15.03.99 to 05.05.2002)

#### **Job Profile**

Issuing of Leaving Certificates and various other clerical activities.

Preparing Question Papers for the various exams held during the academic year.

Maintaining discipline in school.

**Data Input Services(Bohra Park, Nashik)**  
Mar '97 to Feb '99

**Job Profile**

Transcribing Medical information to DOS Format for easier deciphering.

**EDUCATIONAL QUALIFICATIONS**

<b>Examination</b>	<b>Degree</b>	<b>College &amp; University</b>	<b>Year of Passing</b>	<b>Class</b>
<b>HIGH SCHOOL</b>	HSC	HSC – PUNE UNIVERSITY	1999	II
<b>SCHOOL</b>	SSC	Maharashtra state Board	1989	II

I also have a valid Oman driving license valid up to 2025.