|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MOBILE NO – (00974) 31137345 , E MAIL – coolakeel572@gmail.com | | | | |
| **POSITION SOUGHT``** | IT OFFICER/SUITABLE | | 250231 (1).JPG | |
| **CAREER OBJECTIVE** | TO PURSUE AND SEEK A CHALLENGING JOB OPPORTUNITY IN A PROGRESSIVE AND PROFESSIONALLY MANAGED ORGANIZATION; TO GAIN AND SHARE MY KNOWLEDGE AND SKILLS AS A TEAM MEMBER THAT WOULD CONTRIBUTE ACHIEVING THE ORGANIZATIONAL GOALS, WHILE FACILITATING CAREER GROWTH/PROGRESS AND JOB SATISFACTION. | | | |
| **PERSONAL INFORMATION** | | | | |
| **NAME:** | MOHAMAD NIJAM MOHAMAD AKEEL | | | |
| **BIRTH DATE:** | 24TH OF MAY , 1994 | | | |
| **GENDER:** | MALE | | | |
| **NATIONALITY:** | SRI LANKAN | | | |
| **PASSPORT NO** | N 5980781 | | | |
| **VISA STATUS:** | TRANSFERABLE VISIT VISA | | | |
| **MARITAL STATUS:** | SINGLE | | | |
| **RACE:** | MUSLIM | | | |
| **CONTACT INFORMATION** | | | | |
| **E-MAIL:** | [Coolakeel572@gmail.com](mailto:Coolakeel572@gmail.com) | | | |
| **MOBILE:** | (00974) 31137345 | | | |
| **DAY PHONE:** | (---------------------) | | | |
| **COUNTRY:** | QATAR | | | |
| **ADDRESS:** | Bin Mahmud, Doha. Qatar. | | | |
| **FAX :** |  | | | |
|  |  | | | |
| **PROFESSIONAL EXPERIENCE (01)** | | | | |
| **DESIGNATION:** | IT OFFICER (2 YEARS) | FROM-2013 | | TO-2014 |
| **ORGANIZATION NAME:** | **LOVERS BIG CITY SRILANKA** | | | |
| **COMPANY INDUSTRY :** | FANCY ITEMS WHOLE SALE | | | |
| **JOB ROLE:** | HELPING IT SUPERVISOR IN RELATED IT ISSUES IN COMPANY | | | |
| **LOCATION:** | COLOMBO – SRILANKA | | | |
| **CITY:** | COLOMBO | | | |
| **ORGANIZATION PROFILE** | ENABLE PEOPLE TO REACH EACH OTHER, BUSINESSES TO FIND NEW MARKETS AND EVERYONE TO FULFIL THEIR POTENTIAL. ACROSS THE UAE, WE PROVIDE TELEPHONE, TV AND INTERNET SERVICES FOR EVERYONE, AND MUCH MORE FOR BUSINESSES. AND ARE INCREASINGLY PRESENT IN INTERNATIONAL MARKETS. CUSTOMERS ENJOY THE LATEST SERVICES AND TECHNOLOGIES, AS WELL AS A CHOICE OF GREAT ENTERTAINMENT. | | | |
| WORK DESCRIPTION: | * INSTALLING AND CONFIGURING COMPUTER HARDWARE OPERATING SYSTEMS AND APPLICATIONS; * MONITORING AND MAINTAINING COMPUTER SYSTEMS AND NETWORKS; * TALKING STAFF OR CLIENTS THROUGH A SERIES OF ACTIONS, EITHER FACE TO FACE OR OVER THE TELEPHONE TO HELP SET UP SYSTEMS OR RESOLVE ISSUES; * TROUBLESHOOTING SYSTEM AND NETWORK PROBLEMS AND DIAGNOSING AND SOLVING HARDWARE OR SOFTWARE FAULTS; * REPLACING PARTS AS REQUIRED; * PROVIDING SUPPORT, INCLUDING PROCEDURAL DOCUMENTATION AND RELEVANT REPORTS; * FOLLOWING DIAGRAMS AND WRITTEN INSTRUCTIONS TO REPAIR A FAULT OR SET UP A SYSTEM; * SUPPORTING THE ROLL-OUT OF NEW APPLICATIONS; * SETTING UP NEW USERS' ACCOUNTS AND PROFILES AND DEALING WITH PASSWORD ISSUES; * RESPONDING WITHIN AGREED TIME LIMITS TO CALL-OUTS; * WORKING CONTINUOUSLY ON A TASK UNTIL COMPLETION (OR REFERRAL TO THIRD PARTIES, IF APPROPRIATE); * PRIORITISING AND MANAGING MANY OPEN CASES AT ONE TIME; * RAPIDLY ESTABLISHING A GOOD WORKING RELATIONSHIP WITH CUSTOMERS AND OTHER PROFESSIONALS, E.G., SOFTWARE DEVELOPERS; * TESTING AND EVALUATING NEW TECHNOLOGY; * CONDUCTING ELECTRICAL SAFETY CHECKS ON COMPUTER EQUIPMENT | | | |
| **GENERAL EDUCATION:** | | | | |
| **INSTITUTION** | KEKUNAGOOLLA NATIONAL COLLEGE | | | |
| **CERTIFICATE** | G.C.E ORDINARY LEVEL & G.C.E ADVANCED LEVEL | | | |
| **STREAM** | GENERAL | | | |
| **COMPLETION DATE** | 2013 | | | |
| **PROFESSIONAL QUALIFICATION** | | | | |
| **COMPUTER** | * DIPLOMA IN INFORMATION TECHNOLOGY WITH EDEXCEL. * DIPLOMA IN HARDWARE TECHNOLOGY WITH NETWORKING. * DIPLOMA IN PROGRAMMING. (JAVA[JDK 1.5] VB.NET 2010) * DIPLOMA IN WEB DESIGNING. (CS6) * DIPLOMA IN ENGLISH WITH EDEXCEL. | | | |
| **OTHER SKILL** | * COMPUETR * COMPUTER HARDWARE AND NETWORKING GUIDELINES, MEMORY AND MOTHERBOARD INSTALLATION. * INSTALLATION; HARD DRIVER, CD/DVD/VGA, DRIVERS, CARDS, MULTIMEDIA AND OTHER INTERFACES. * INTERNAL WRITING, SYSTEM CONFIGURATION INSTALL PERIPHERAL, PRINTING, EXTERNAL * MODEMS, SCANNERS SOFTWARE INSTALLATION, E-MAIL/ INTERNET SETUP. * OTHER KNOWLEDGE * MICROSOFT OFFICE (2007 & 2010) L INTERNET & EMAIL. * PHOTOSHOP (CS6) AND OTHER EDITING SOFTWARE. * WINDOWS 98-2000, WINDOWS XP, WINDOWS VISTA, WINDOWS 7, WINDOWS 8 AND LINUX OSS. * BACK UP, RECOVER, FIREWALL AND VIRUS PROTECTION. * ORGANIZATION AND COMMUNICATION SKILLS. * GOOD COMMUNICATION SKILLS IN ENGLISH BOTH WRITTEN AND SPOKEN. * GOOD COMMUNICATION SKILLS IN OTHER LANGUAGES. (TAMIL, SINHALA AND ARABIC) * STRONG ANALYTICAL AND NEGOTIATING SKILLS. * ABILITY TO WORK INDEPENDENTLY. * LEADERSHIP TRAINING CAMP (FEB 2014) | | | |
| **REFERENCES** |  | | | |

I DO HERE BY DECLARE THAT AFORE SAID INFORMATION ARE TRUE AND CORECT TO THE BEST OF MY KNOWLEDGE

YOURS TRULY,

MOHAMAD AKEEL