



MOHAMMED MOINUDDIN

CONTACT

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SKILLS

- Project Management
- Teamwork
- Time Management
- Ability to work independently and as part of a team.
- **Technical Skills**
 - Laptop Configuration (Windows & macOS)
 - macOS Reinstallation & Setup
 - System Troubleshooting & Issue Resolution
 - IT Asset Management
 - User Onboarding & Access Management
 - Google Workspace Admin | JumpCloud | Slack | Jira

LANGUAGES

- English (Fluent)
- Kannada
- Hindi
- Urdu



PROFESSIONAL SUMMARY

Skilled professional with strong organizational and communication abilities, complemented by hands-on experience in IT support. Proficient in managing IT assets, allocating equipment, and troubleshooting hardware issues. Adept at teamwork, time management, and ensuring operational efficiency across technical and administrative functions.



WORK EXPERIENCE

Apna Time Tech PVT LTD

1 YEAR

IT Support Executive

- Prepared and configured laptops for new hires (Windows/macOS).
- Reinstalled and troubleshooted macOS and Windows operating systems.
- Managed daily IT asset inventory and maintained accurate stock records.
- Coordinated with vendors for laptop pickup and delivery.
- Handled SIM procurement and activation support.
- Managed user accounts and authentication through **JumpCloud**.
- **Administered Google Workspace tools** (Gmail, Drive, Calendar).
- Raised and tracked IT issues using **Jira**; collaborated with teams via **Slack**
- Connecting with users remotely to diagnose and resolve technical issues efficiently.
- Configure and maintain network hardware.(Routers, Switches, Wireless Devices)

Internship

AZAM Electricals PVT LTD

2024

(3 Months)

- Worked with the operations team to streamline inventory processes.
- Assisted in data entry and process audits.



EDUCATION

Bachelor Of Business Administration

2024

Indian Academy Degree College Autonomous

CGPA: 8.15

PUC= CEBA(Computers, Economics,Business Studies, Accountancy..

2021

CMR PU Collge

GPA: 80%

Declaration,

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.