

## **CURRICULUM VITAE**

### **ABID HASSAN RAJA**

Mob: +91-9102803986, +91-9771179893

Email: [abidhassanraja@yahoo.com](mailto:abidhassanraja@yahoo.com)

### **APPLIED FOR THE POST OF TECHNICAL ASSISTANT**

#### **Professional Summary**

Highly adaptable and versed Technical Assistant with 3 years career experience in Technical Administrative Office environments. Possesses superior competency in technical writing process improvement and research. Exhibits strong interpersonal and communication skills.

#### **Core Qualifications**

- Acquisition & Deployment
- Strategic Planning
- Operational Management
- PC Diagnostics and Solutions
- Office Administration
- Technical Writing & Reading
- Research
- Process Improvement
- Technical Support
- Data Entry

#### **Academic**

2010..... Bachelor of Technology in Electronics & Communication Engineering, Ranchi university..... India.

2004.....Intermediate Of Science, Jharkhand Academic Council, Ranchi .....India.

2002.....10<sup>th</sup>(matric) Central Board of Secondary Education, New Delhi .....India.

#### **Work Experience**

**Baud Telecom Company( BTC Networks) 21<sup>st</sup> May 2014 to till now.**

**Position: Technical Assistant**

##### **Responsibilities:**

Recommend and Schedule Pc software and hardware upgrades and perform equipment improvements And repairs as required.

Performed analysis diagnostics and resolution of complex PC- related issues.

Fielded and responded to hardware problems via email phone calls to provide in house or external resolutions as needed.

Accurately documented installations removals repairs and hardware failures.

Installed, configured and troubleshooting end- user workstation and networking software

Maintained updated knowledge of equipment contracts and Hardware to effectively installation.

#### **Computer skills**

- Excellent Knowledge of word, Excel, Power Point, Computer hardware and Maintenance.

- Very Good Knowledge of Auto CAD.

## Language skills

- English very Good (R /W / S).
- Arabic Good (R / S / W).

## Academic Project

### 1. Persued Training From Bharat Sanchar Nigam Limited(Bsnl), Jamshedpur

#### Project Name:

Study in various Field such as Broadband GSM Mobile Fixed line switching, CDMA- WLL OFC, PCM System.

### 2. Persued Training From Tata Steel Company, Jamshedpur

#### Project Name:

Design Of OPC Client Application

## Passport Details

Passport Number : J 1209705  
 Date of Issue : 06.05.2010  
 Place of Issue : RANCHI  
 Date of Expiry : 05.05.2020

## Personal Details

NAME : ABID HASSAN RAJA  
 FATHER'S NAME : MD. SULTAN  
 DATE OF BIRTH : 26.01.1987  
 SEX : MALE  
 MARITAL STATUS : UNMARRIED  
 NATIONALITY : INDIAN  
 RELIGION : ISLAM  
 PERMANENT ADDRESS : C/O, ASIF NABI  
 PATNA COLONY , GOURI SHANKAR ROAD,  
 P.O – JUGSALAI, JAMSHEDPUR-831006  
 DIST – EAST SINGHBHUM  
 STATE – JHARKHAND, **INDIA**  
**Contract No:+91-9771179893, 0657-2293197(Telephone)**

## DECLARATION

I satisfy that all the statements given here are true to the best of my knowledge and belief.

Sincerely,

**(ABID HASSAN RAJA)**



