

CURRICULUM VITAE

Abdul Aziz Qureshi

B.COM

**Chatrapati Sahuji Maharaj
University**

Batch : 2014-2017

Stream – Commerce

Address

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Personal Detail

Father Name : Mr Abdul. . . .
... . Raheem

Date of Birth : 16 Sep 1996
Languages : English, Hindi,
& Urdu

Nationality : Indian
Marital Status : Single
Gender : Male
Passport No :

Soft skills

Work Oriented,
Adaptable,
Self-motivated,
Team Spirit,
Punctual & Regular,
Innovative and creative possess,
Good analytical communication.

CARRER OBJECTIVE

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

EXPERIENCE

- ❖ Company Name : **Aimil Pharmaceuticals (India) Ltd.**
- ❖ Location : **Allahabad**
- ❖ Designation : **Medical Representative**
- ❖ Duration : **19 April 2017 to September 2017**
- ❖ Company Name : **Priyadarshini college pf computer science**
- ❖ Location : **Greater Noida**
- ❖ Designation : **Accountant**
- ❖ Duration : **1, April 2016 to 31, January 2017**

INTERNATIONAL CERTIFICATION



**MICROSOFT CERTIFIED Diploma In Computer Hardware
And Networking.**

JOB RESPONSIBILITIES

- ❖ Marketing Management
- ❖ Sales
- ❖ Human Resource Management
- ❖ Accounting
- ❖ Directing
- ❖ Controlling
- ❖ Financing
- ❖ Manage day to day system & network issues and provide technical support to Windows-based systems.
- ❖ Managing the installation, configuration & maintenance of LAN / WAN / Network Services, Operating Systems, Software and Hardware.
- ❖ Installation of different types of products like Switches, MODEM & Router
- ❖ Able to meet deadlines and handled multiple projects simultaneously utilizing excellent organization and time-management skills.
- ❖ Router & Switch Troubleshooting
- ❖ Troubleshooting ,repair network, DNS, DHCP and AD configuration of routers And switches
- ❖ Providing Desktop Support.
- ❖ Solid references and a stable work history.
- ❖ Hardware configuration and troubleshoot the problem of Windows XP, Win 7, Win 8.1, Win10 and Linux etc
- ❖ Able to communicate effectively within mid-management, executives and various departments
- ❖ Trouble shooting the networking related problems
- ❖ Troubleshooting hardware related problem.
- ❖ Good Command On Information Technology And Its Implementation In Business.

EDUCATION QUALIFICATION

- ❖ **B.COM** from Chatrapati Sahu ji Maharaj University Kanpur in 2017.
- ❖ **Diploma** In Advance **Accounting**
- ❖ **12th** from ISC Board New Delhi in 2014.
- ❖ **10th** from CISCE Board New Delhi in 2012.

NETWORK SKILLS

- ❖ Cabling & crimping for systems, switches.
- ❖ Wireless configuration, Internet connection & sharing.
- ❖ Remote desktop supports by Remote desktop connection, Team viewer.
- ❖ Diagnosing and re -Installation, Integration and maintenance of LAN and WAN setup.

HARDWARE SKILLS

- ❖ Trouble shooting the networking related problems.
- ❖ Troubleshooting hardware related problem.
- ❖ Hardware & Networking equipment procurement.
- ❖ Fault finding & trouble shooting of Monitor, SMPS, and Mother Board.
- ❖ Installation of device drivers & hardware components.

SOFTWARE SKILLS

- ❖ Installation of Win XP, VISTA, WINDOWS 7, WINDOWS 8.1, Windows 10, Linux etc
- ❖ Installation of Symantec Antivirus on client machine.
- ❖ All types of OS service pack and patch management.
- ❖ Microsoft Outlook configuration, exchange server, Outlook Express, backup and restore of mails, Data Recovery, Password breaker software.

SERVER SKILLS

- Install, configure, and maintain DNS, DHCP servers, backup servers, file servers, Plan and implement network security, managing host security, file permissions, file system integrity, and adding and deleting users.
- Managing networks, DNS, DHCP, systems, and applications..
- Manage and administrate Quick Heal Ant various,

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Allahabad U.P India
Date:

(Abdul Aziz Qureshi)