

MAHAMMAD JAINUL AVEDIN

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SYSTEM ADMINISTRATION / SHAREPOINT REPAIR & MAINTENANCE

PROFILE SNAPSHOT

- Result-oriented professional offering a distinguished experience of **over 3 years IT Network Engineering domain**
- **Successfully attended course in SharePoint and completed 4 months training with Ducate - Noida; gained key learning and exposure on SharePoint Maintenance, Web designing & Maintenance, installation, etc.**
- **Technically proficient with SharePoint 2010, 2013, SharePoint Designer , .Net, Windows Server 2008 r2, Windows server 2012 r2, etc.**
- Expertise in monitoring **product development and usage** at all levels with an eye towards improving product quality
- Proficient in **creating, configuring and administering SharePoint sites and user permission right**
- Comprehensive **experience in Developing custom web parts and workflows**, creating and customizing Sub Sites, Team Sites, Blogs and Alerts based on company needs
- **Team player with strong analytical, problem solving and interpersonal skills**

Core Competencies:

IT Networking & Administration • SharePoint Repair & Maintenance • Testing / Installation & Troubleshooting •
Web Application Development & Maintenance • System Administration • Server Administration • Technical Support

SUMMER TRAINING

Jul-Oct: Ducate, Noida as SharePoint Administrator

Key Deliverables:

- Carried out site administrative activities including creation of sites, lists, libraries as well as rendering access permissions for selected audience
- Ensured scheduling of weekly and incremental backup of Site Collection using Backup Scripts. monitoring sites, error logging and reporting; managed Central Administration & PowerShell
- Accountable for designing the master pages, themes, sites and sub sites and lists with customizations using SharePoint designer
- Successfully completed AD Migration to Office 365
- Involved in installation of
 - SharePoint 2010, 2013, SharePoint Designer , .Net
 - Windows Server 2008 r2, Windows server 2012 r2.
- Designed Web Application and Site Collection, list and Libraries
- Gained working exposure on Active Directory
- Led web application, List and libraries; created Blogs, Surveys, Discussion Boards, etc.
- Looked after the Site Collection and Database; worked with Business Intelligence
- Performed Backup and Restoration of web applications

PROFESSIONAL EXPERIENCE

Nov'14-Jul'16: Faidh United Trading & Contracting LLC, Oman as IT Administrator

Key Deliverables:

- Accountable for:
 - Assembling, disassembling & troubleshooting of computers
 - Booting and installation of operating systems e.g. Windows XP, Windows 7, Windows 8, Windows 10 etc.
- Performed installation of:
 - Network (LAN)
 - Patch panels of LAN including key stone jacks punching activities
- Involved in:
 - Testing & troubleshooting of Cat Cables, Fiber optic Cables, Co axial Cables & Intercom cables
 - Troubleshooting of DVRs & cameras
- Addressed calls and E-Mails; ensured Price sticker and issue of various tags
- Resolved system problems and other peripherals; assure 100% scanning of items
- Conducted user training, data back up and server maintenance
- Developed and submitted reports to Management

Jul'13-Oct'14: A to Z Info Solution Pvt. Ltd., Dehli as IT Administrator .

Key Deliverables:

- Administered ongoing service, repair and maintenance of varied CCTV systems within the area
- Developed customer relationship by ensuring and delivering customer service within time
- Performed repair & maintenance of the company's product portfolio as directed with minimum cost
- Updated paperwork and documentation; interfaced with Customer Service Administration Office on regular intervals
- Addressed various calls and E-Mails; involved in troubleshooting and provided service as and when required

EDUCATIONAL CREDENTIALS

2013 BCA in Computer Application from Dr. Bhimrao Ambedkar University, Agra with 68%

2010 Intermediate in Commerce from SBS College, PLAMAU with 62.7%

2008 Matriculation (Science) from Bakshi High School, Hussainabad with 68.2%

Courses:

2014 Courses Undertaken Software Engineering from NIIT Institute, Aligarh with 65%

2013 A++ (PC Technician) from NIIT Institute, Aligarh with "A" Grade

ACADEMIC ACCOLADES

- Recognized with "Best Outgoing Student Award" for the year 2008 during College
- Actively Participated in Jharkhand Youth Festival Seminar organized by Ranchi Club

PERSONAL DETAILS

Date of Birth: 4th June, 1992

Current Address: Al Jafiliya Dubai, U.A.E.

Permanent Address: AT- Mohammadabad PO- Japla, PS- Hussainabad Dist- Palamau- 822116, Jharkhand

Languages Known: English, Hindi, Urdu & Arabic

Passport Details: Number-L-8443760 / Date of Issue-03/04/2014 / Date of Expiry: 02/4/2014

Driving License Details: Number- F-7NO-4409/10 / Date of Issue: 15/04/2010 / Date of Expiry: 30/3/2030