**RESUME**

**Syed Abdul Kareem Email:abdulkareems2004@gmail.com**

**Mobile No: +91 7892752130**

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| **Summary** |

* Over 14 Years of IT experience in Computer Hardware, Software and Networking.
* Highly motivated and adaptive with the ability to grasp things quickly and

Possesses excellent interpersonal, technical and communication skills.

* Strong analytical and technical problem solving skills.
* Willingness and ability to adapt to new environments and learn new technologies.

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| **Profile** |

* Presently working as Jr. Officer in **Minera Steel & Power Pvt Ltd**, Bellary, Karnataka since 2010 to till date.
* Owned and maintained Cybercafé from 2004 to 2011.
* Hardware business for 10 years.

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| **Job Profile** |

* Installation and troubleshooting of Microsoft Windows 98, 2000, XP, Vista, 7, 8.1, 10, Server 2008, 2012, Microsoft Office.
* Installation of hardware, applications, maintains LAN / WAN / Wireless networks, support remote access users.
* Creating Users and Profiles in Server 2008, 2012
* Securing Network LAN, OFC connections
* CCTV configuring, troubleshooting and Data Backup
* Servers Backup
* SAP daily Backup
* Maintenance of IT Assets
* Coordinating with Service providers in development and resolve IT complaints
* QMS related documents & records for ISO
* Communicating with ISP providers for smooth operations of Voice and Data.
* Procurement/Service activity from Purchase Dept.

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| **QUALIFICATION** |

* **Bachelor of Commerce** from Karnataka State Open University, Mysore.
* Computer Hardware Training from **NIIT**, Bellary.

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| **PERSONAL SUMMARY**: |

Being a self-motivated person I strive to achieve excellence in my field of activity. Communication skills and ability to work independently and in a team are my forte. I believe in work ethics and total commitment to complete the task.

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| **PERSONAL BRIEF** |

Name : Syed Abdul Kareem

Date of Birth : 26-01-1970

Gender : Male

Marital Status : Married

Languages Known : English, Hindi, Kannada & Telugu.

Hobbies : IT Magazines, Long Drives

Nationality : Indian

Religion : Islam

Present Address : Kuvempunagar, Cantonment, Bellary

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief.

PLACE: Bellary **(Syed Abdul Kareem)**

Date: 22/03 /2018