



HAREESH C.K.

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UAE, Dubai

Objective

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

Summary

A trained, qualified and motivated young I.T. professional with business experience supporting various users in a busy computing environment .Currently looking for a new opportunity to develop and widen work experience and skills, with an opportunity to grow in a challenging new role

Experience Highlights

- **IT Technician at QUBE CINEMA TECHNOLOGIES LTD - MARCH 2018 – June 2019**

QUBE CINEMA is a well-known established venture in Kerala dealing with hardware and software support provided to advertisement field all over the theatre in India & they specialized in advanced technologies of sound & visuals in theatre field.

- **IT Assistant at BAJAJ AUTO –2016 FEBRUARY - 2018 April**

Bajaj Auto Limited is an Indian global two-wheeler **company** and three-wheeler manufacturing **company** based in Pune, Maharashtra & Kerala. It manufactures motorcycles and spare parts

- **Document controller/Sales assistant at PT MOTORS -2015 MARCH - 2016 JANUARY**

PT motors is a retail two wheeler and spare parts supplier and also handle services

Proven Job Role

- Installation & configuration of a company's computer hardware operating systems and applications
- Resolve staff problems promptly and accurately
- Provide technical assistance to office staffs as needed
- Assist in software and hardware upgrades
- Add or update workstations for office staffs.

- Assist in maintaining Internet service, firewalls
- Resolve all model of projectors hardware and software problems
- Maintain accurate sound system and visual system
- Maintenance and monitoring of computer networks and system
- Handle v sat data transmission
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Identify computer or network equipment shortages and place orders
- Update software if needed
- Diagnosing and solving hardware or software faults

Technical Education

- Diploma in Computer application – DCA (MCET Certified)
- Microsoft certified IT professional - MCITP

Academic Qualification

- B.sc Electronics (Calicut University)

Strength

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| • Outstanding interpersonal and negotiation skills skilled at resolving potential problems | • Regular Follow Ups |
| • Good writing and oral communication skills | • Work Under Pressure |
| • Flexible to fresh concepts and responsibilities. | • Capable of managing different tasks concurrently |
| • Dependable team member with positive outlook | |

IT Skills

MS-Word, Ms-Excel, MS-Outlook, Power point, Windows, Networking

Personal Details

Nationality	: Indian
Date of Birth	: 22.01.1993
Languages	: English, Hindi, Tamil & Malayalam
Visa Status	: Visiting Visa
Visa expiry date	: 15.03.2020

References

Furnished promptly upon request with supporting documents