



S.B.ABDUL RAZAAK

+971509369029

razaakyas@yahoo.com

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Being a self-reliant person, professional with 3 years of experience in an organization that offers me an opportunity to explore my skills and enable me to spread ahead into new leading edge technologies during my work. My innovative ideas and active personality should assist me a lot in adding to the company's growth

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#### **Skills:**

- HR Admin Assistant
  - Creative Team Leadership
  - Document Controller
  - Desktop Supports
  - Customer Support
  - Database Support
  - Graphic design
  - IT supports
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#### **Professional Experience:**

- Worked as **IT SUPPORT**–Chennai, Tamil Nadu –India (From Oct 2016 – Mar 2017)
- Worked as **SYSTEM ADMIN** - Chennai, Tamil Nadu –India (From July 2017 – Aug 2019)

#### **Job Responsibilities:**

- Provide 1st level of help desk support
- Developing Static Web pages & hosting server & email server
- Maintained webpages with good support as per updates
- Designing Brochure's, Pamphlet, Business Card using tool cs6 Photoshop
- Handling the mails & responding, excellent typing should be good at Co-coordinating & Entering Accurate data.
- Social Media Handling Up to day Handling the system software trouble shooting
- Interacting with other support group to resolve, formulate plans and schedules and modify.
- Installation Printer / Scanner drivers (updated Replacing hardware parts as required)
- Providing the Technical support over Telephone and Database Recovery in sqlserver 2008

- Handling the system software trouble shooting and fixing the issues.
- Provide immediate technical and commercial support to customers
- Maintained Timesheet sheet prepared in Excel report to concern HR team
- Responsibility of taking print & scanning documents back up overthink up to date.

**Computer Skills:**

- OS Installation & Trouble Shooting systems
- Knowledge in Backup and Data Storage
- Installation and Maintenance of SQL Server /2005/2008.

**Educational:**

**Bachelor of Computer Science (B.Sc.,) passed out in 2015**

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**Technology:**

**Software:** Cs6 Photoshop, File zilla, WinSCP server Access, MS Office (Word, Access, Excel, PowerPoint) Etc.

**Web/Server:** Web Server Administration, Structured Query language ,Dot net, Content Management Systems, Design/Microsoft sqlserver 2005/2008

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**Personal Details:**

Name : Abdul Razaak  
Father's Name : Sadiq Batcha  
Date of birth : 22/01/1994  
Religion : Islam  
Gender : Male  
Nationality : Indian  
Blood Group : O+  
Languages Know : Tamil, English, Malayalam  
Visa Status : Visit Visa (up to April 2020)

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**Declaration:**

I hereby declare that the information furnished above is genuine to the best of my knowledge