 **CURICULLUM VITAE**

MOHAMED YAHIYA . M

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**CAREER OBJECTIVE:**

Proficient and highly knowledgeable **Admin Assitant** with computer science Education and 6 years Experience in Sucessive Support . Motivated professional who excels at Delivering quality service while exceeding revenue benchmarks on a consistent basis.

**PROFESSIONAL EXPERIENCE:**

* **Currently working as a Admin Assitant in Special German Electromechanical LLC** from **May 2018 to till present** ,Dubai UAE.

**Roles & Responsibilities:**

* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management.
* Ensuring all the documents are up todate as possible are maintain in both soft copy and hard copy .
* Maintaining a tracking faclility to enable documents to be updated easily.
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary.
* Involving the Purchase activities ,identifying the exact supplier for the product and negotiating with them to get the final discount.
* Identify the supplier those who are provide good support and best rate in market and negotiating price, payment terms with supplier,after approval from MD will issue LPO to supplier.
* Submit timely reports and prepare presentations/proposals as assigned.
* Assist colleagues whenever necessary
* **Worked at AL ASMA TECHNOLOGY LLC in UAE DUBAI as**

**OPERATION /ADMIN /PURCHASER**  From jan 2014 to APRIL 2018.

**Roles &Responsibilities:**

* Designs, develops and implements an effective system for office administration.
* Providing software support for ZK Time attendance software through Team Viewer
* Maintains control of inventory of office supplies and monitors usage pattern and re-order levels
* Ensures optimum utilisation of all resources at work, including physical and human
* Attends to phone, e-mail and physical enquiries and do follow-up as required
* Managing all system in our office ,configuring with the Router etc.
* Involving the Purchase activities ,identifying the exact supplier for the product and negotiating with them to get the final discount.
* Providing full user training for software to our resellers ,End users Etc .
* Providing the products training ,showing the presentation conducting the meeting .
* Focusing Reseller to get Business for our product like Cameras ,Access Control and Gate Barrier System ,Mobile DVR and Video intercom System
* Worked as System Adminitrator in “**Redington India Limited** ” Chennai. Oct-2011 to Nov- 2013.”

**Roles and responsibilities:**

1. Installed ,configured ,Maintained and supported Desktop Pc and servers .
2. Assembling ,Installing and Hardware Trouble Shooting .
3. Printer configuration and installation and Maintainence .
4. System Monitoring and Performance Enhacement ,Technical support and Troubleshooting.
5. Experienced in Assembling of personal computer andproviding
6. Providing the support for the Blackberry mobile software through Team viewer .
7. Giving the desktop ,laptop support through by phone .

**Key skills:**

* Possessing a strong technical background.
* Excellent problem solving skills..
* Adept Multi-tasker
* Support through Any desk ,Teamviewer and Ammy admin ..
* Esclate the issue to concern team to until to resolve from them .
* Trouble shooting the problem for ZK time Attendance software ,cctv software Issues through remotely
* Excellent Problem solving skills.

**EDUCATION DETAILS :**

* + - MCA, Sastra University, India. 2009 to 2011.
    - BSC (IT), MGR University, India. 2006 to 2009.
    - Higher secondary, .Tamilnadu State board.2005 to 2006.
    - S.S.L.C, Tamilnadu State board. 2003 to 2004.

**STRENGTH**

* Leadership qualities along with individual strength
* Innovative and able to develop new ideas with Strategic thinking and planning
* Optimistic, hardworking, self-confident and able to work in multi-cultural environment and encouragement personality
* Adaptability to change, Reliable and responsible
* Excellent ability to establish good relationship with people

**TECHNICAL SKILS :**

* + Database skill: MS-ACCESS, SQL SERVER
  + Web Technologies HTML, XML and MS office
  + Completed Hardware Technology from compu care at tanjore .

**PERSONAL DETAILS:**

Name : M.Mohamed Yahiya

Date Of Birth : 07-11-1988

Sex : Male

Marital Status : Married

Linguistic Fluency : English & Tamil ,Hindi,Malayalam

**PASSPORT & VISA DETAILS :**

Passport No : H8844152

Visa Status : Employment Visa

Visa expiry : 15-May-2020

**Uae Licence holder : 2159266**

Notice Period : 30 days

Place of Issue : Dubai

**DECLARATION :**

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

Your’s truly,

Place: ( M.Mohamed yahiya)

Date: