

RIZWANUL HAQ

Dubai | 0523774014 | rizwan98kkl@gmail.com



Post applied for any suitable job.

OBJECTIVE

Desire the position of the office admin in a fast-paced work environment, bringing a wealth of experience in performing general administrative duties, including administrative, general secretarial & technical services for managers, project teams, & clients.

EXPERIENCE

ZIP DELIVERY SERVICES (KARAIKAL, INDIA)

ADMIN ASSISTANT cum IT SUPPORT:

(JUN 2020 – NOV 2021)

- Develop and maintain a filing system.
- Monitoring and maintaining networks and servers.
- Coordinate and schedule appointments and meetings.
- Knowledge in **SQL, HTML** programming.
- Hardworking and physically capable.
- Creating user accounts and maintaining and performing access control.
- Keeping up to date with advancements and best practices in IT administration.
- Strong testing and Good communication.

EDUCATION & QUALIFICATION

B.Tech. IT (INFORMATION TECHNOLOGY)

2016 - 2020

PONDICHERRY UNIVERSITY, KARAIKAL

HIGHER SECONDARY

2014 - 2016

GOVERNMENT HIGHER SECONDARY SCHOOL, KARAIKAL

LANGUAGES KNOWN

- ENGLISH
- TAMIL

SKILLS

- ☐ Computer Literacy Skills
- ☐ Organization and planning
- ☐ Phone and Email technical support
- ☐ Creative thinking skills
- ☐ Ability to work well in team
- ☐ Time Management

PASSPORT & VISA INFORMATION

Passport Number	V2070902
Date of expiry	29/08/2031
Nationality	INDIAN
Visa Type	VISIT VISA
Visa Valid Till	March 2022

PERSONAL INFORMATION

Father Name	SHAIK ALAVUDEEN
Age	23
Date of Birth	13/05/1999
Gender	MALE
Marital Status	SINGLE
Address	KARAIKAL, INDIA

DECLARATION

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