

CURRICULUM VITAE

ABDUL RAHAMAN ARSATH H

Mobile: +971-565549657 /+91-9047178719

e-mail:arsathras143@gmail.com

Dubai – UAE



Objective

To work consistently and diligently towards acquisition of critical skills and expertise needed for a highly challenging career in a professional organization, where opportunities exist for professional growth and career advancement.

Work Experience

Technical Assistant cum IT Support – Softeon India Pvt Ltd -India - Jan'2016– June'2020

- Performed various Secretarial/Clerical Duties such as Documenting, Photocopying, Scanning, Mailing, Lamination and Online Filing System.
- Perform data entry and scan documents.
- Answer calls from customers regarding their inquiries.
- Maintain electronic and hard copy filing system.
- Maintain office supplies for department.
- Coordinate maintenance of office equipment.
- Coordinate and maintain records for staff, telephones, parking and petty cash.
- Order office supplies and equipment.
- Operating system installation: Win XP, Win Vista, Windows 7, 8, 10.
- Assembling, hardware up gradation troubleshooting, Disk Management, partitions.
- Printer installation and troubleshooting, Antivirus update & virus protection.
- Scanner configuration & troubleshooting of hardware and Operating System..
- Data Cards configuration and troubleshooting.
- Sharing folder, sharing device & Printer, Basic Networking, Map drive, Data sharing.
- Software troubleshooting update and patch installation.
- Troubleshooting, Configuration and Installation on Desktop, Laptops.
- Installing & configuring local Printers & Network Printers.
- Good Knowledge in configuring routers and switches.
- Cabling, patching, and LAN troubleshooting.
- Managing switches in Local Area Network (LAN).

Key skills:

- Basic troubleshooting Electronic & Electrical equipment's.
- Laser Photo copy Printers & UPS troubleshooting
- Computer troubleshooting & LAN Cable Crimping.
- OS (win XP, 7, 8, 10) & Software Packages installing & Patching.
- Data entry (English Typing) – MS- Word, Excel, etc.,
- Scanning, Printout, Photocopy & Lamination.
- Adobe Photoshop Editing (Intermediate)
- System Billing & Cashing.

Cashier / System Billing – Janatha Shopping & Foot wears - India - Jul'2014 – Nov'2015

- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Bagging or wrapping purchases to ensure safe transport.
- Maintaining a clean workspace.

Educational qualification:

- **DECE – ELECTRONICS AND COMMUNICATION ENGINEERING**
Directorate of Technical Education [DOTE], Tamilnadu, India, April 2014.
- **S.S.L.C**
State Board of Education, Tamil Nadu, India, March 2011.
- **CERTIFICATION - IOSH – INSTITUTION OF OCCUPATIONAL HEALTH AND SAFETY**
Poshe Solutions Pvt Ltd, Chennai, Tamil Nadu, India, December 2017.
- **CERTIFICATION - DIFSM– INDUSTRIAL FIRE & SAFETY MANAGMENT**
National Institute for Technical Education [NITE], Tamilnadu, India, April 2015.

Personal Profile:

Father's Name : Mr. S. HAJA KAMAL
Date of Birth : 19th September 1995
Gender : Male
Marital Status : Single
Nationality : Indian
Religion : Muslim
Languages Known : English, Tamil.
Passport No. : P1864291
Current Location : Tamilnadu,India.

References:

Available upon request.

Declaration:

I hereby declare that all above information is true and correct to best of my knowledge and I shall be grateful if you give me a chance to serve you.

(ABDUL RAHAMAN ARSATH H)