

**S.A. ABDUL JAMEEL**

E-Mail: knrabduljameel@gmail.com

Mobile: +971 501235702



## OBJECTIVE

To obtain a position in a company that will enable me to keep adding value to the organization that I represent and serve, and to myself, while concurrently upgrading skills and knowledge.

## WORKING EXPERIENCE

Currently working as **Document controller** in **INFO FORT L.L.C**, Dubai, UAE [ **Project Handled National Bank of Abu Dhabi - HRO**]

Worked as a **Desktop Support Technician** in **ISOURSE TECH PVT.LTD**, Coimbatore, India [02/**Apr**/ 2012 - 30/**Apr**/ 2013]

Worked as a **System Admin** in **CAMS PVT.LTD**, Chennai, India [02/**Sep**/ 2014 –31/**Aug**/ 2015]

## ROLE & RESPONSIBILITY

### Document Controller

- Collect and maintain all documents to arrange an organised filing system
- Ability to use computer and rapidly input data and retrieve records and information.
- Perform clerical typing duties to generate documents as necessary
- Ability to organize work load and to manage a filing methods and management techniques
- Ability to keep clear and accurate records and reports.
- Knowledge in use of spreadsheets, database, word processing and selected job specific software.

### System Admin

- Analyzing system logs and identifying potential issues with computer systems.
- Performing routine audit of systems and software.
- Applying operating system updates, patches, and configuration changes.
- Installing and configuring new hardware and software.
- Adding, removing, or updating user account information, resetting passwords,etc.
- Answering technical queries and assisting users.
- Responsibility for security.
- Responsibility for documenting the configuration of the system.
- Troubleshooting any reported problems.
- Ensuring that the network infrastructure is up and running.

- Configuring, adding, and deleting file systems.

## GENERAL SKILLS

- A network administrator maintains network infrastructure such as **switches** and **routers**, and diagnoses problems with these or with the behavior of network-attached computers.
- A security administrator is a specialist in computer and network security, including the administration of security devices such as firewalls, as well as consulting on general security measures.

## EDUCATIONAL DETAILS

- ❖ M.SC (Computer Science) from Jamal Mohamed College, Bharathidasan University, Trichy. With(76%)
- ❖ B.SC (Computer Science) from Thiru.Vi.Ka Govt Arts & Science College, Bharathidasan University, Trichy. With(71%)
- ❖ HSC from Findlay Higher Secondary School, to State Board, Mannargudi. With(57%)
- ❖ SSLC from Manba-Ul-Ula High School, to State Board, Koothanallur. With(67%)

## COURSE COMPLETED

- Successfully completed a course in **ASP.NET** at **RAMBIT SOLUTIONS**, at Trichy.
- Successfully completed a course in **CCNA** at **CSC Education** at Trichy.

## COMPUTER PROFICIENCY AND OTHER TECHNICAL SKILL SETS

- Hardware and Computer Basics, DOS, Router, Switch. Firewall.
- English Typing: 40 w.p.m.
- Working Knowledge in M.S Office Packages.
- Operating System: Windows XP, Windows 7.

## PERSONAL DETAILS

Name	: Abdul Jameel S.A
Nationality	: Indian
Marital Status	: Single
Date of birth	: 12/06/1989
Language Proficiency	: English, Tamil, Malayalam
Passport No	: K1948213
Data of Expiry	: 05/12/2022
Visa Status	: Visit visa
Visa Expiry on	: 20/JUN/2017
Permanent address	: 197/97 Big street Koothanallur, Thiruvarur-614101 Tamilnadu, India
Current Address	: Flat no 403 Index building Deria, Dubai.