AKASHMON M.B

PERSONAL DETAILS

Mobile No	+97 1501675625
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Email ID	akashmon655@gmail.com
Current Address	Flatno:302
	Humaid Al Owais
	Al rigga,deira,Dubai
Nationality	Indian
D.O.B	02-11-1997
Marital Status	Single

KEY SKILLS

Troubleshooting

Operating Systems

Network Security

Network Protocol

Software Application

Remote Desktop Support

Attention to Detail

Analytical skill

Documentation

Time Management

Team Work

CAREER OBJECTIVE

Proficient IT Support operator with years of experience in maintaining system security, verifying equipment performance and efficiency, and managing operating staff. Skilled communicator who is confident in delegating responsibilities, confirming transfer of information, and reporting to superiors. Creative decision-maker who is able to make swift decisions under pressure without compromising the integrity of the company or safety of its workers. Expert leader with the proven ability to maintain a control room that is efficient, safe, and successful at keeping organizational processes in working order.

EDUCATIONS

2016-2019 **BACHELOR OF COMPUTER APPLICATION (BCA)**
Mahathma Gandhi University

2014-2016 **PLUS TWO**
Board of Higher Secondary Examination, Kerala

2013- 2014 **SSLC**
Board of Public Examination, Kerala

EXPERIENCES

❖ **ASIRVAD MICRO FINANCE LTD,**
KERALA,INDIA 2022-2023
DESCRIPTION: Scheduling of security officers, monitoring check calls, responding to telephone and email queries and a verity of administration duties. This will include compliance, statutory, contractual and company regulations and processes

- Troubleshooting of hardware and software
- Monitoring the visuals of several branches
- Responding to emails and telephone queries about the security devices.
- Installing software and application to user standards.
- Knowledge in computer hardware and networking.

❖ **XPLORE THE DIGITAL SHOP,KOTTAYAM,**
KERALA,INDIA 2019-2020
DESCRIPTION. : Povirde customer service, Sell digital goods, assist with product selection, process transactions, manage inventory and services of all digital goods, especially mobiles, laptops, desktop systems

- Sales and services of digital goods expecialy mobile phones, laptops, desktop systems.
- Software installation and CCTV installation and maintenance.

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam

PASSPORT DETILAS

Passport No   :   Z 6176726
Date of Issue :   30/11/2021
Place of Issue : Kottayam
Visa status   :   Visiting visa

HOBBIES

- ❖ Volunteering
- ❖ Writing
- ❖ Sports

❖ **CARITAS HOSPITAL, KOTTAYAM, KERALA, INDIA 2021**

DESCRIPTION: The responsibilities typically include accurately inputting, updating, and maintaining data in computer systems or databases, ensuring data integrity and security, verifying data for errors, and organizing and managing files and documents. Additionally, they may need to adhere to specific data entry procedures and guidelines provided by their organization.

COMPUTER PROFICIENCY

- Operating Systems: Windows XP, 7, server 2012, RHEL 6.1.
- Application Software: MS office, Cisco Packet tracer, Intelive.
- Networking Skills: Routing in Cisco router 1841,
- Routing: RIP, RIP 2, OSPF, IGRP, EIGRP,DHCP, Active Directory

CERTIFICATION

- Specialized in Computer hardware and networking
- Specialized in data entry

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

AKASHMON M.B